City of Fresno

Cognos PowerPlay Training Guide

Updated April 13, 2006

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What is Cognos?

Cognos is a suite of data analysis and information presentation tools, including reporting, "dashboards", and on-line drill down from high-level summary to low-level details of your data.

Cognos can report from almost any data source that the City connects it to. At the initial implementation phase, selected information has been made available from PeopleSoft Financials and PeopleSoft HR, along with response times for Police and Fire. Additional sources of information will be made available as time and priorities allow.

Logging In to Cognos

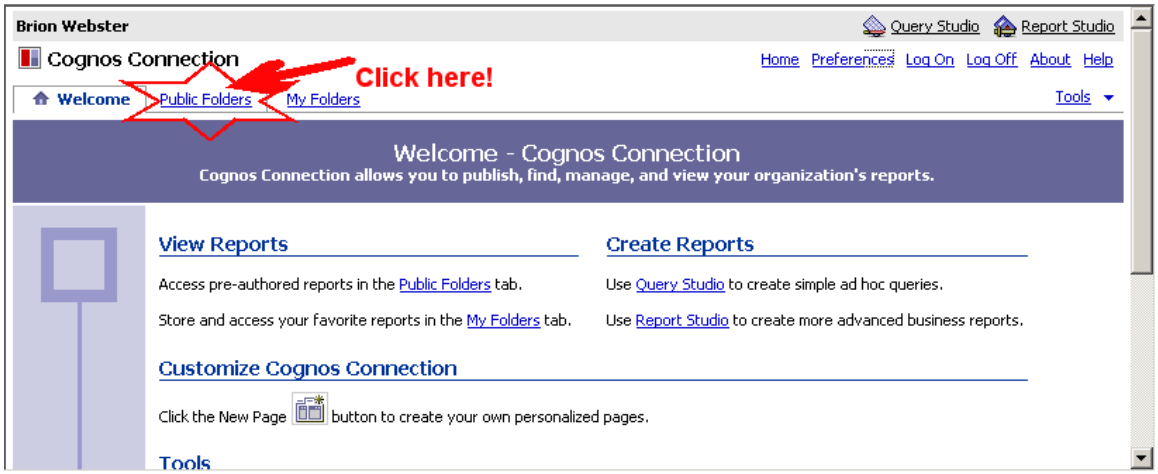
The powerful information presentation and analysis tools provided by Cognos are accessed through a web browser like Internet Explorer. Open your web browser and navigate to:

http://marvin.fresno/crn

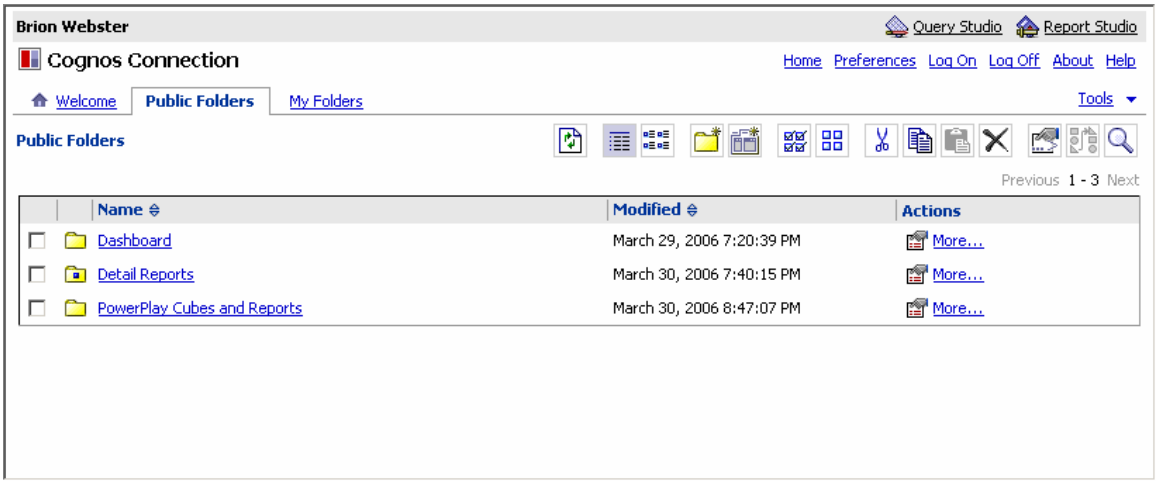
This will give you a signon screen, and you need to provide a Cognos User ID and password. Your Cognos User ID is usually the same as your Novell (network) ID. Your initial password is your User ID with the number 1. For example, if your User ID is GeorgeS, your first password would be GeorgeS1. You will have to pick a new password the first time you log in. Pick a password you'll remember, this one does not change.

Finding the City Information

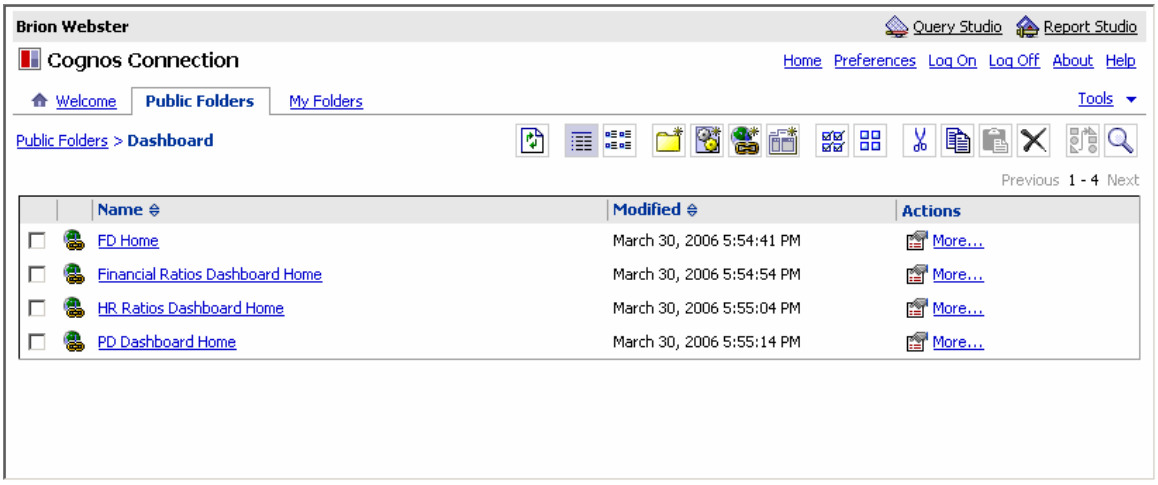
Once you log into Cognos, you are initially presented with the Welcome Screen. We'll come back to what's available on the Welcome Screen later. For now, let's focus on finding something that makes sense in our context. Towards the top left of the screen is a link for "Public Folders". Click on this link.



There are three Public Folders listed, the interesting folder is the “Dashboard” folder.



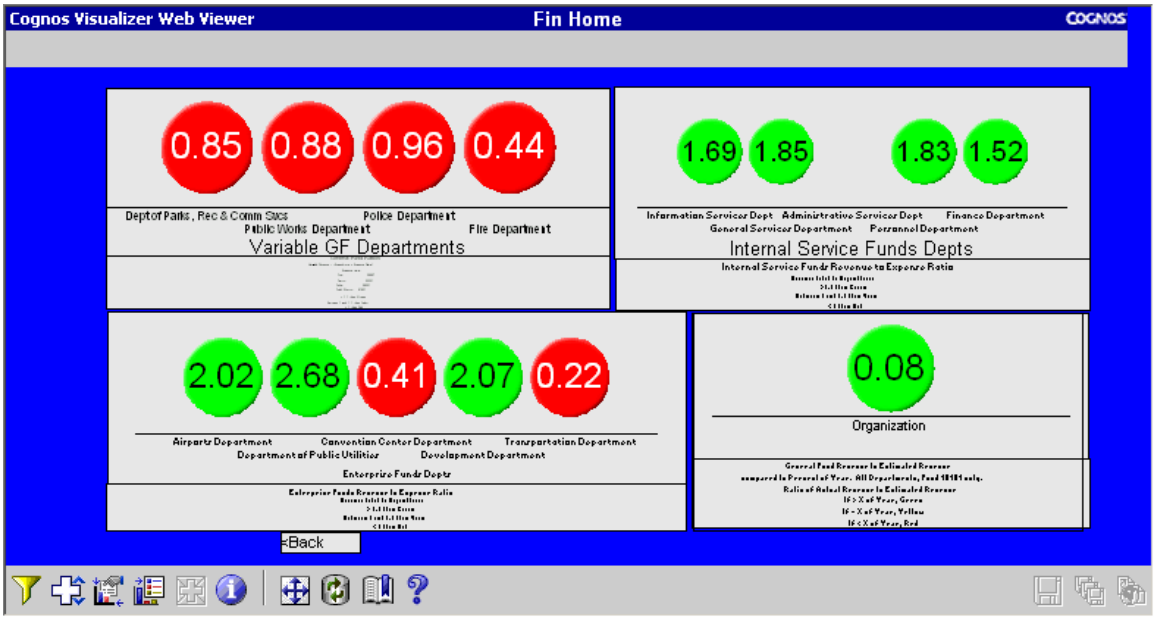
The Dashboard folder contains the City of Fresno standard dashboards prepared for the City Manager and Department Directors. These dashboards provide an “at a glance” indication of performance on selected measures, and are the starting place for further data analysis.



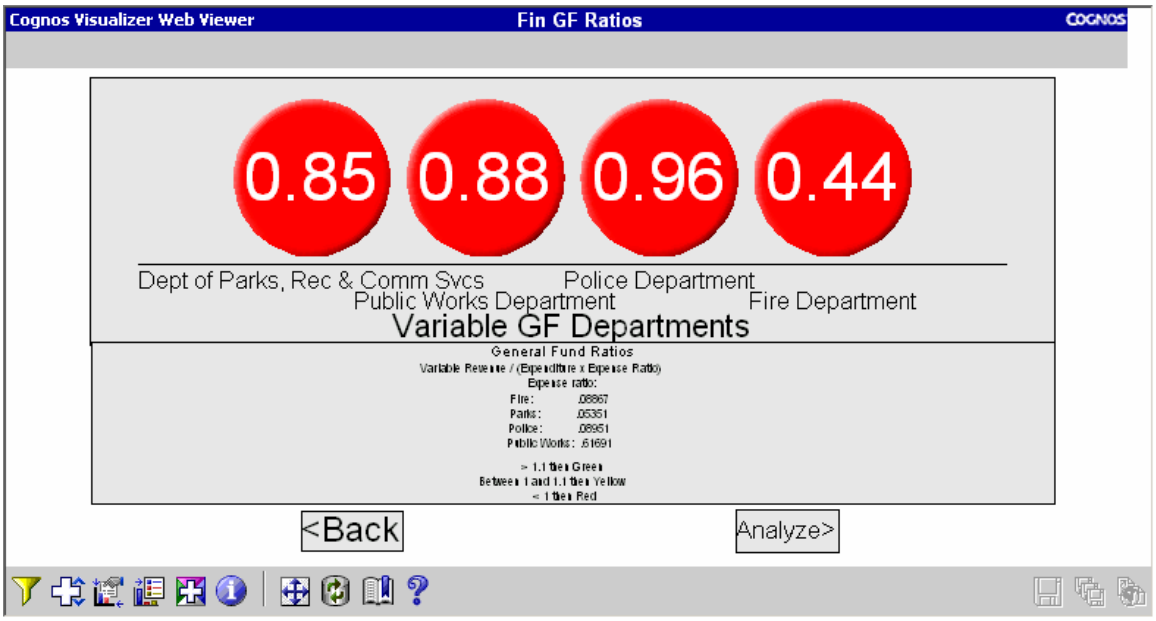
There are currently four dashboards to start looking at. Most Departments will look at either the Financial Ratios or HR Ratios Dashboard Homes.

Financial Ratios Dashboard Home

The Financial Ratios Dashboard Home opens up to an overview of one performance measure for all Departments – Revenue to Expenditure Ratio – and an overall gauge of General Fund Revenue collection versus expected for the entire City.



Each circle in the first three boxes represents one Department. The last circle represents the overall City progress on General Fund Revenue collection. Departments are grouped together by their primary funding source. In order to get a better idea how your Department is doing, click on your grouping. For example, a user in Public Works would click on the "Variable GF Departments" box.

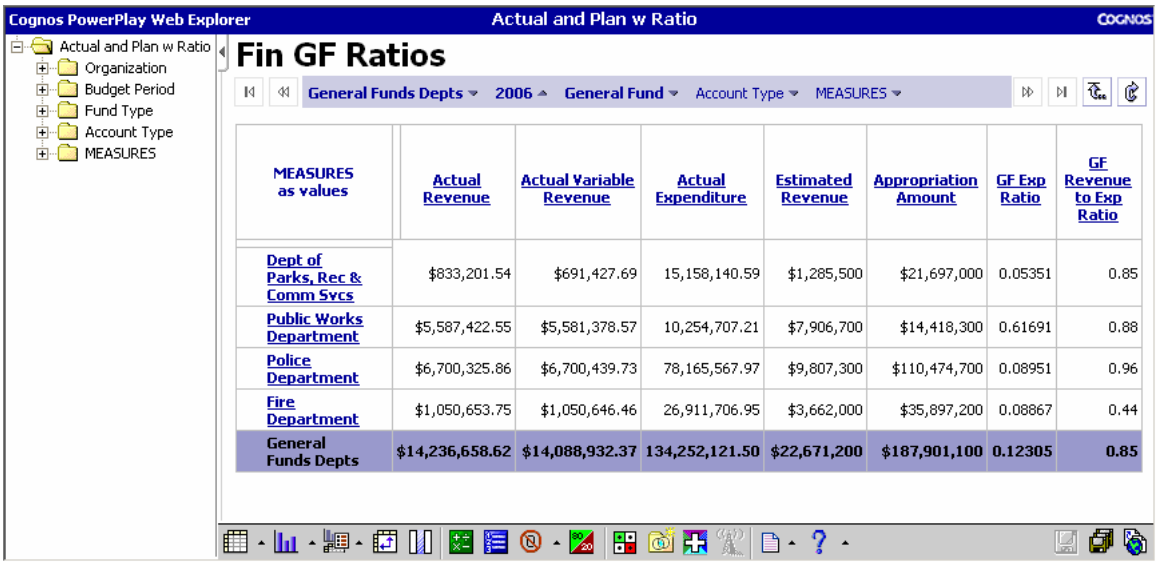


This is much easier to read, and shows that Public Works, as of the moment the picture was taken, had collected 88% of the revenue it was expected to collect so far

this year, for the portion of it's expenses that were programmed from the General Fund.

Revenue vs Expenditure? Is this all there is?

Just because this one measurement is listed on the dashboard for every Department doesn't mean this is all you can find. The dashboards have been chosen as a quick "at a glance" indicator of the fiscal health of the Department. There are a number of other very useful pre-calculated measurements, as well as the raw data, available. Click on the "Analyze" button at the bottom of the Dashboard.



MEASURES as values	Actual Revenue	Actual Variable Revenue	Actual Expenditure	Estimated Revenue	Appropriation Amount	GF Exp Ratio	GF Revenue to Exp Ratio
Dept of Parks, Rec & Comm Svcs	$833,201.54	$691,427.69	15,158,140.59	$1,285,500	$21,697,000	0.05351	0.85
Public Works Department	$5,587,422.55	$5,581,378.57	10,254,707.21	$7,906,700	$14,418,300	0.61691	0.88
Police Department	$6,700,325.86	$6,700,439.73	78,165,567.97	$9,807,300	$110,474,700	0.08951	0.96
Fire Department	$1,050,653.75	$1,050,646.46	26,911,706.95	$3,662,000	$35,897,200	0.08867	0.44
General Funds Depts	**$14,236,658.62**	**$14,088,932.37**	**134,252,121.50**	**$22,671,200**	**$187,901,100**	**0.12305**	**0.85**

This portion of Cognos is the "Power Play" tool. This is where you can "play around", slicing and dicing the data to your heart's content.

Analyzing the Financial Ratios a Brief Introduction

The opening screen of the Finance Ratios Power Play shows the selected Departments (earlier you selected either Variable GF, Enterprise, or Internal Service Fund Departments) as rows, with the most common pre-calculated measurement in columns.

Using the Dimension Line

Across the top of the grid, in the blue bar (called the Dimension Line), is a list of the filters in place. By default, each of the Department entry screens will filter for the current Budget Year (2006 in the example), the General Fund, and the general funding source for the Department grouping selected in the previous exercise.

If you want to narrow down your display to a particular Department, you can click on "General Fund Depts", for example, and navigate the pop-up selection tool to the desired Department. Selecting Variable GF Departments -> Police Department will show the thirteen top level Divisions that have ever had data entered in Budget Year 2004 or later. Note that the second filter shows 2006 – or Budget Year 2006. Five of the Divisions have no data at all in Budget Year 2006, but because they had data in the system, they will continue to appear. A Department total appears in the bottom row.

MEASURES as values	Actual Revenue	Actual Variable Revenue	Actual Expenditure	Estimated Revenue	Appropriation Amount	GF Exp Ratio	GF Revenue to Exp Ratio
Office of the Chief Division	$1,158,528.24	$1,158,674.19	$22,251,544.43	$1,539,300	$25,462,400	0.08951	0.58
Patrol Division	$3,753,314.69	$3,753,314.69	$32,185,710.39	$3,526,300	$45,244,100	0.08951	1.30
Patrol Support Division	$372.00	$372.00	$8,840,017.24	$0	$12,540,900	0.08951	0.00
Administrative Svcs Division	$415.24	$383.16	$6,855,025.97	$0	$9,587,700	0.08951	0.00
Federal Grants	$0.00	$0.00	$0.00	$0	$0	0.00000	/0
Local Law Enforcmnt Block Grnt	$0.00	$0.00	$0.00	$0	$0	0.00000	/0
State Grants	$0.00	$0.00	$67,718.71	$0	$58,800	0.08952	0.00
Other Grants	$0.00	$0.00	$726.86	$0	$1,900	0.08943	0.00
Investigative Svcs Division	$35,954.11	$35,954.11	$9,842,496.28	$0	$13,337,200	0.08951	0.04
Police Dept Seized Assets	$0.00	$0.00	$0.00	$0	$0	0.00000	/0
Police Dept Training	$0.00	$0.00	$0.00	$0	$0	0.00000	/0
Local Grants	$2,086,635.64	$2,086,948.39	$2,120,850.00	$4,741,700	$4,241,700	0.08951	10.99
Police Dept Capital	$0.00	$0.00	$0.00	$0	$0	0.00000	/0
Police Department	**$7,035,219.92**	**$7,035,646.54**	**$82,164,089.88**	**$9,807,300**	**$110,474,700**	**0.08951**	**0.96**

Hide Irrelevant Categories

There is a quick and easy way to hide those five Divisions that no longer have information relevant to the current Budget Year. Across the bottom of the browser, there is a toolbar of buttons with special functions.

The button with the crossed out zero will show the hint “Zero Suppression” when you move the mouse cursor over it. Clicking the button will hide rows and columns that add up to zero.

MEASURES as values	Actual Revenue	Actual Variable Revenue	Actual Expenditure	Estimated Revenue	Appropriation Amount	GF Exp Ratio	GF Revenue to Exp Ratio
Office of the Chief Division	$1,158,528.24	$1,158,674.19	$22,251,544.43	$1,539,300	$25,462,400	0.08951	0.58
Patrol Division	$3,753,314.69	$3,753,314.69	$32,185,710.39	$3,526,300	$45,244,100	0.08951	1.30
Patrol Support Division	$372.00	$372.00	$8,840,017.24	$0	$12,540,900	0.08951	0.00
Administrative Svcs Division	$415.24	$383.16	$6,855,025.97	$0	$9,587,700	0.08951	0.00
State Grants	$0.00	$0.00	$67,718.71	$0	$58,800	0.08952	0.00
Other Grants	$0.00	$0.00	$726.86	$0	$1,900	0.08943	0.00
Investigative Svcs Division	$35,954.11	$35,954.11	$9,842,496.28	$0	$13,337,200	0.08951	0.04
Local Grants	$2,086,635.64	$2,086,948.39	$2,120,850.00	$4,741,700	$4,241,700	0.08951	10.99
Police Department	**$7,035,219.92**	**$7,035,646.54**	**$82,164,089.88**	**$9,807,300**	**$110,474,700**	**0.08951**	**0.96**

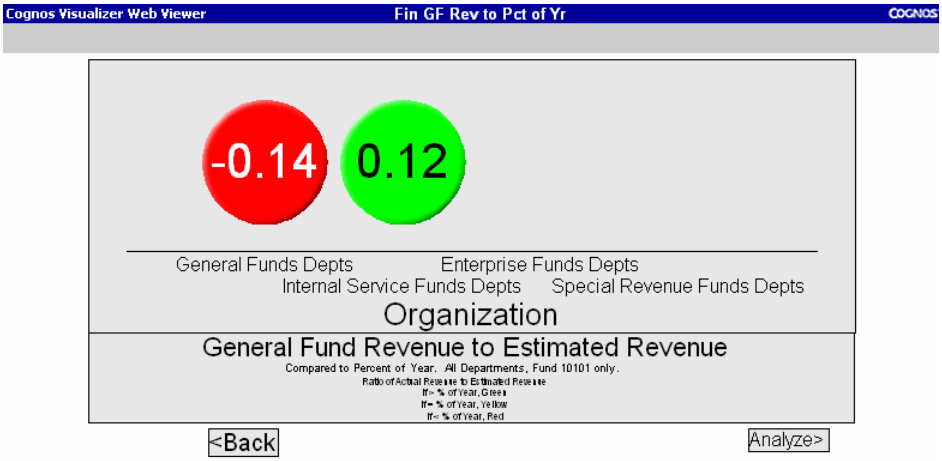
Zero suppression rows and columns.

A note appears on the screen to indicate data may be missing, and the five “extra” Divisions disappear.

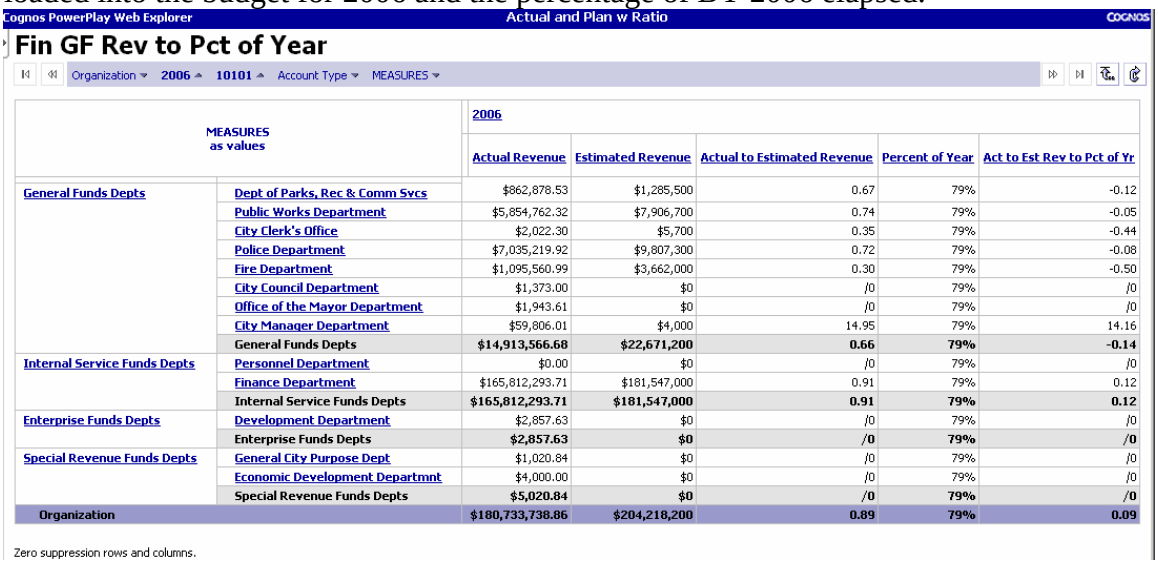
Using just the Dimension Line (or Filter Bar) you can quickly drill down to any section, Division, or Department that interests you, for almost any time frame, fund, account, or specific measurement. For more information on navigating the information, or using PowerPlay to analyze the data, see "Using PowerPlay Web Explorer for Navigation and Analysis" on Page 24.

General Fund Revenue to Estimated Revenue

The fourth box on the Financial Ratios Dashboard Home screen shows an overall gauge for General Fund revenue collection. Clicking on this box shows General Fund revenue collection for the Department groupings explored previously.



Clicking Analyze and turning on Zero Suppression shows how various Departments are collecting General Fund revenue when compared to the anticipated revenue collection loaded into the budget for 2006 and the percentage of BY 2006 elapsed.



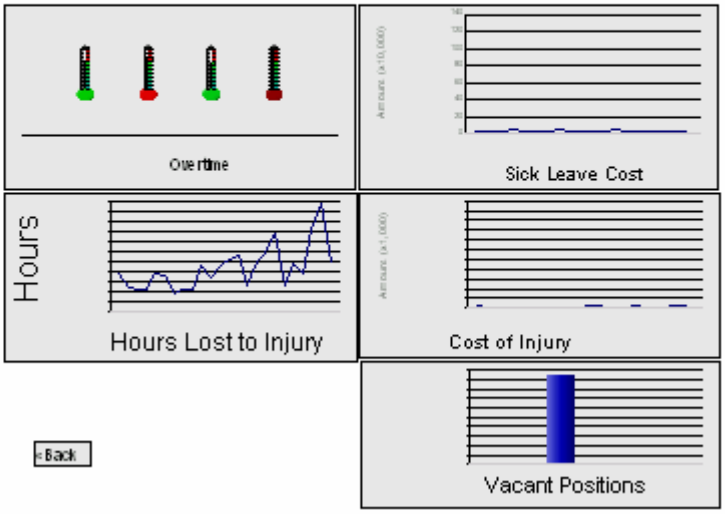
MEASURES as values		2006				
		Actual Revenue	Estimated Revenue	Actual to Estimated Revenue	Percent of Year	Act to Est Rev to Pct of Yr
General Funds Depts	Dept of Parks, Rec & Comm Svcs	$862,878.53	$1,285,500	0.67	79%	-0.12
	Public Works Department	$5,854,762.32	$7,906,700	0.74	79%	-0.05
	City Clerk's Office	$2,022.30	$5,700	0.35	79%	-0.44
	Police Department	$7,035,219.92	$9,807,300	0.72	79%	-0.08
	Fire Department	$1,095,560.99	$3,662,000	0.30	79%	-0.50
	City Council Department	$1,373.00	$0	/0	79%	/0
	Office of the Mayor Department	$1,943.61	$0	/0	79%	/0
	City Manager Department	$59,806.01	$4,000	14.95	79%	14.16
	General Funds Depts	**$14,913,566.68**	**$22,671,200**	**0.66**	**79%**	**-0.14**
Internal Service Funds Depts	Personnel Department	$0.00	$0	/0	79%	/0
	Finance Department	$165,812,293.71	$181,547,000	0.91	79%	0.12
	Internal Service Funds Depts	**$165,812,293.71**	**$181,547,000**	**0.91**	**79%**	**0.12**
Enterprise Funds Depts	Development Department	$2,857.63	$0	/0	79%	/0
	Enterprise Funds Depts	**$2,857.63**	**$0**	**/0**	**79%**	**/0**
Special Revenue Funds Depts	General City Purpose Dept	$1,020.84	$0	/0	79%	/0
	Economic Development Departmnt	$4,000.00	$0	/0	79%	/0
	Special Revenue Funds Depts	**$5,020.84**	**$0**	**/0**	**79%**	**/0**
Organization		**$180,733,738.86**	**$204,218,200**	**0.89**	**79%**	**0.09**

Zero suppression rows and columns.

Here we can see that Economic Development, as of the time of this screen shot, was not anticipated to collect any General Fund revenue (Estimated Revenue $0), but had transactions worth $4,000 posted as revenue to the General Fund. Their percentage of anticipated revenue cannot be calculated due to the division by zero. The Public Works Department has collected 74% of their anticipated GF revenue, at 79% of the year.

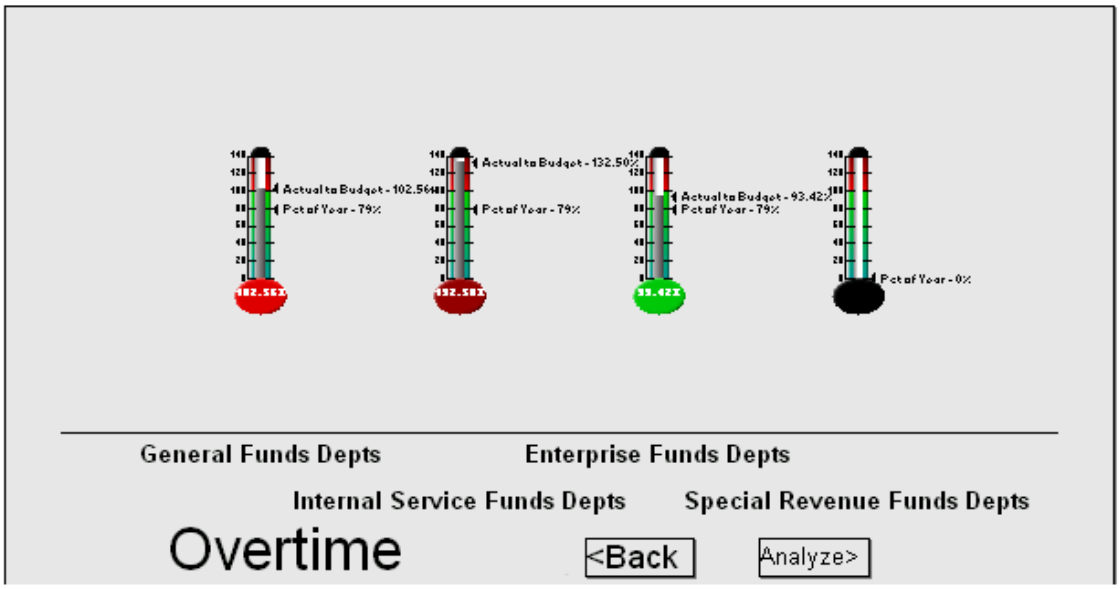
HR Ratios Dashboard Home

The HR Ratios Dashboard Home opens to an overview of five measurements. Clicking on each panel brings up a more detailed view of that measurement.



Overtime

Clicking on the Overtime Panel reveals the Departments categorized by major funding source. Each thermometer shows how much of the year has elapsed (79% in the screen shot), as well as how much of the budgeted overtime has been expended.



Clicking on the Analyze button brings up PowerPlay Web Explorer with all of the Departments that have Budgeted or Expended Overtime in Budget Year 2006 with the expenditure and appropriation amounts.

HR OT Act to Bud

Organization 2006 Fund Type Overtime MEASURES

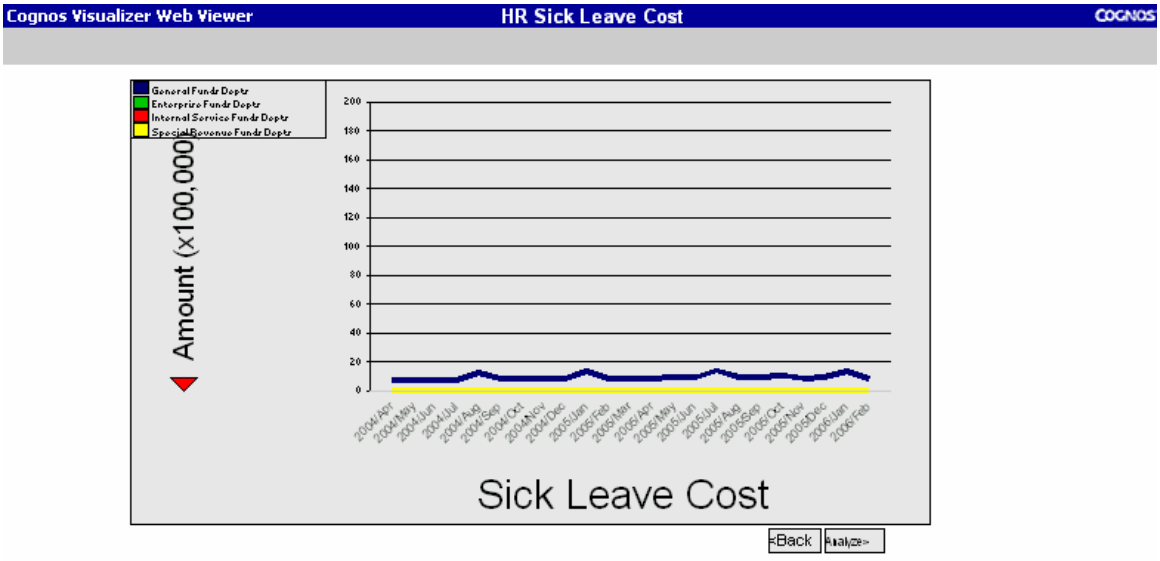
MEASURES as values		Actual Expenditure	Appropriation Amount	Actual Expenditure to Appropriation	Percent of Year
General Funds Depts	Dept of Parks, Rec & Comm Svcs	$88,977.67	$65,300	1.36	79%
	Public Works Department	$404,127.83	$299,700	1.35	79%
	Police Department	$4,634,753.26	$5,641,000	0.82	79%
	Fire Department	$2,125,908.86	$1,080,900	1.97	79%
	City Council Department	$5,896.79	$0	/0	79%
	Office of the Mayor Department	$592.52	$0	/0	79%
	City Manager Department	$7,308.71	$1,000	7.31	79%
	City Attorney's Department	$1,578.39	$0	/0	80%
	General Funds Depts	**$7,269,144.03**	**$7,087,900**	**1.03**	**79%**
Internal Service Funds Depts	Information Services Dept	$79,174.96	$20,000	3.96	79%
	General Services Department	$155,070.41	$171,100	0.91	79%
	Personnel Department	$6,887.23	$4,600	1.50	79%
	Finance Department	$52,753.92	$26,100	2.02	79%
	Internal Service Funds Depts	**$293,886.52**	**$221,800**	**1.33**	**79%**
Enterprise Funds Depts	Airports Department	$163,173.04	$146,300	1.12	79%
	Department of Public Utilities	$1,125,950.86	$1,479,100	0.76	79%
	Development Department	$131,954.05	$150,400	0.88	79%
	Transportation Department	$1,535,355.01	$1,389,000	1.11	79%
	Enterprise Funds Depts	**$2,956,432.96**	**$3,164,800**	**0.93**	**79%**
Organization		**$10,519,463.51**	**$10,474,500**	**1.00**	**79%**

Zero suppression rows and columns.

For more information on understanding or using this screen, please see “Analyzing the Financial Ratios
a Brief Introduction” on page 8, or “Using PowerPlay Web Explorer for Navigation and Analysis” on page 24.

Sick Leave Cost

The Sick Leave Cost panel shows a line graph of Sick Leave expenditures over time, with Departments grouped by major funding source.



Clicking on Analyze brings up the PowerPlay Web Explorer view with your Department’s Sick Leave expenditure and average hourly rate for the current Fiscal Year, grouped into quarters.

Cognos PowerPlay Web Explorer — HR Payable Time and Other Earnings — COGNOS

HR Sick Leave Cost

2006 ▾ Pay Period End Date ▾ Position ▾ Organization ▾ **Sick Leave** ▴ MEASURES ▾

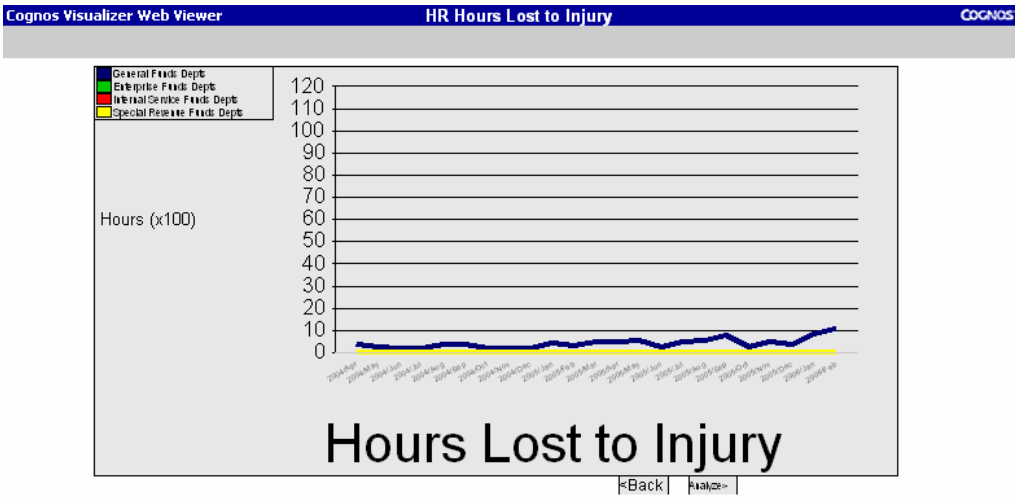
MEASURES as values	2006 Q 1			2006 Q 2			2006 Q 3		
	Hours	Amount	Hourly Rate	Hours	Amount	Hourly Rate	Hours	Amount	Hourly Rate
Public Works Department	5,291	$129,324	($6.26)	3,426	$75,298	$43.81	3,600	$80,398	$50.68
Organization	**5,291**	**$129,324**	**($6.26)**	**3,426**	**$75,298**	**$43.81**	**3,600**	**$80,398**	**$50.68**

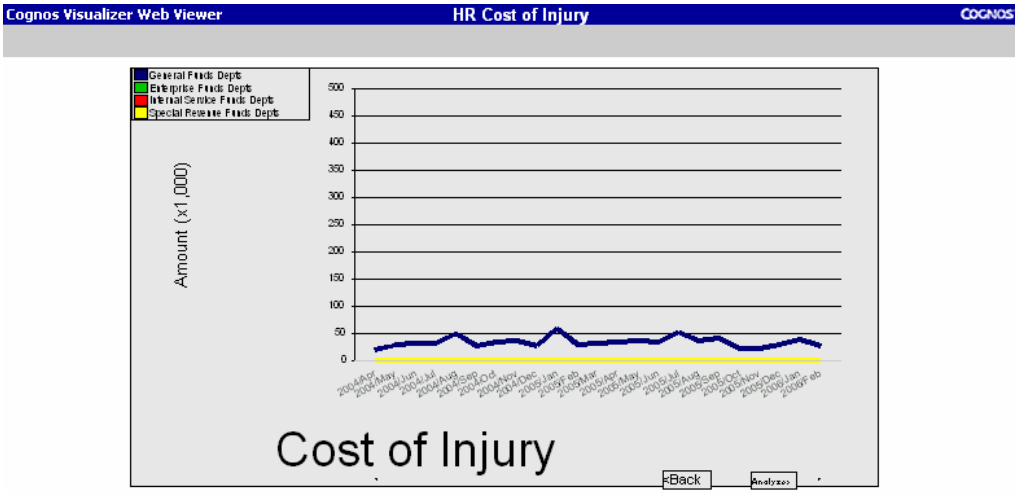
Zero suppression rows and columns.

Your view will be different, depending on your home Department.

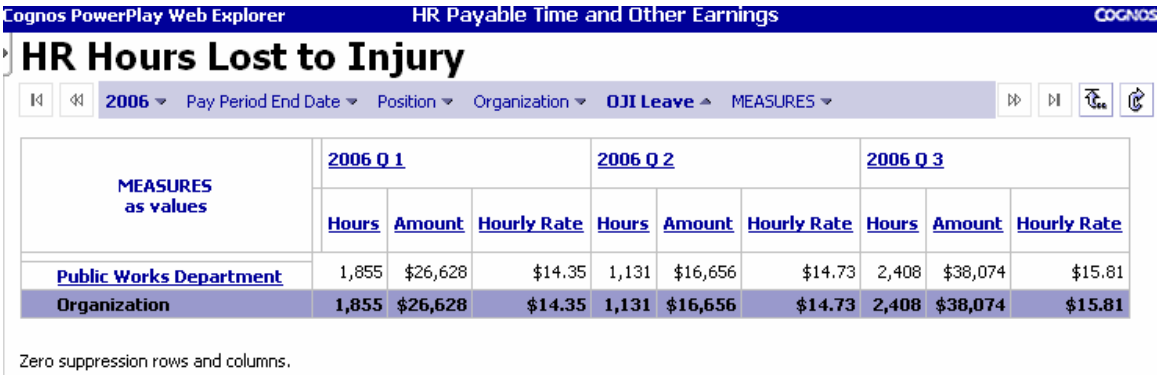
Hours Lost to Injury
Cost of Injury

The Hours Lost to Injury and Cost of Injury panels show the same information, presented as line graphs by either number of hours lost or dollar value of those hours. Each line represents a group of Departments organized by primary funding source.





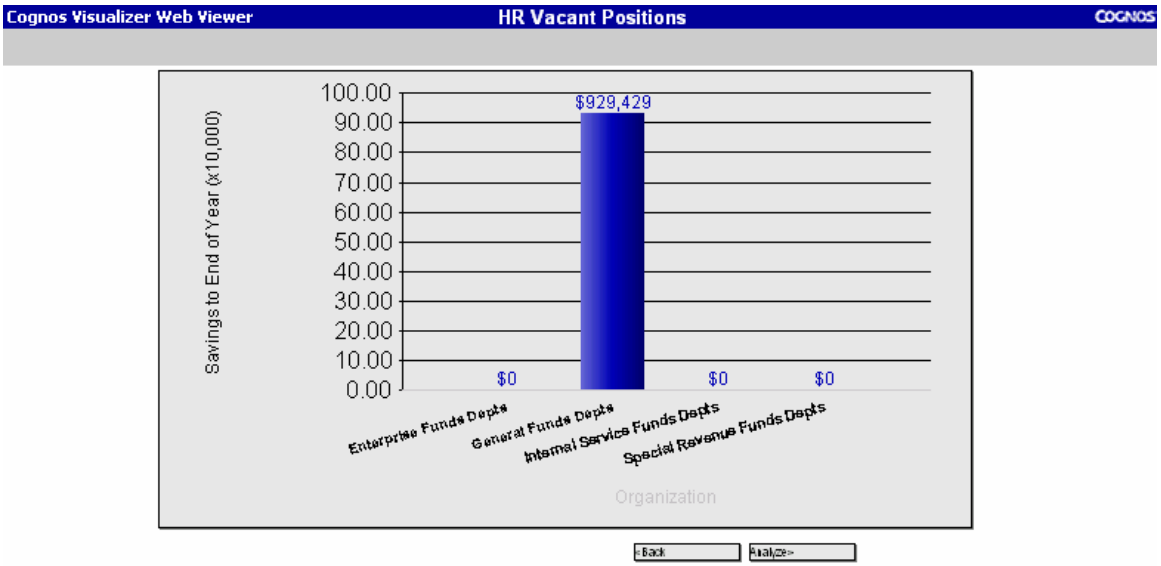
Clicking on either panel brings up the same PowerPlay Web Explorer screen, presenting hours lost, wages lost, and average hourly wage for the current Fiscal Year, grouped by quarters.



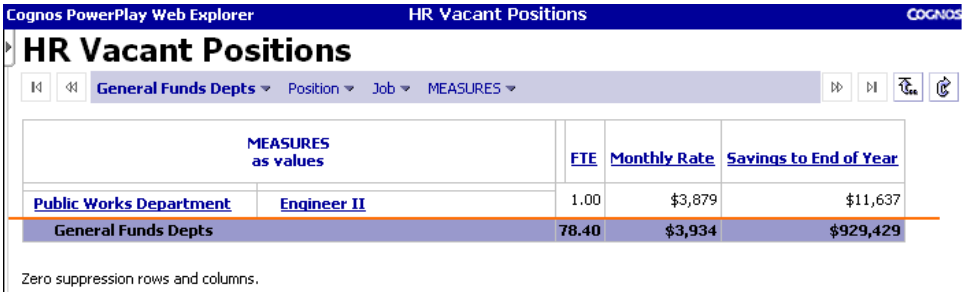
Your view will be different, depending on your home Department.

Vacant Positions

The Vacant Positions screen shows you, at a glance, how much salary savings can be expected from the current vacancies in your home Department.

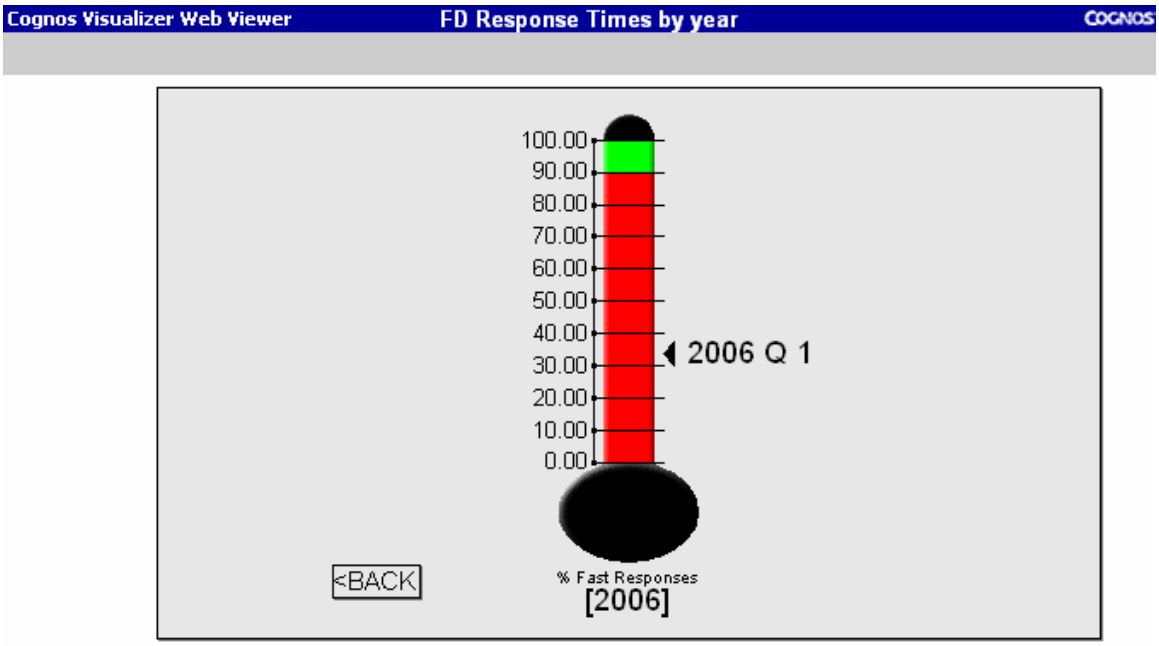


Clicking Analyze will give you a list of the positions by title, the quantity of each position vacant, and how much that represents, in salary savings, to the end of the current year. Your view will be different, depending on your home Department.

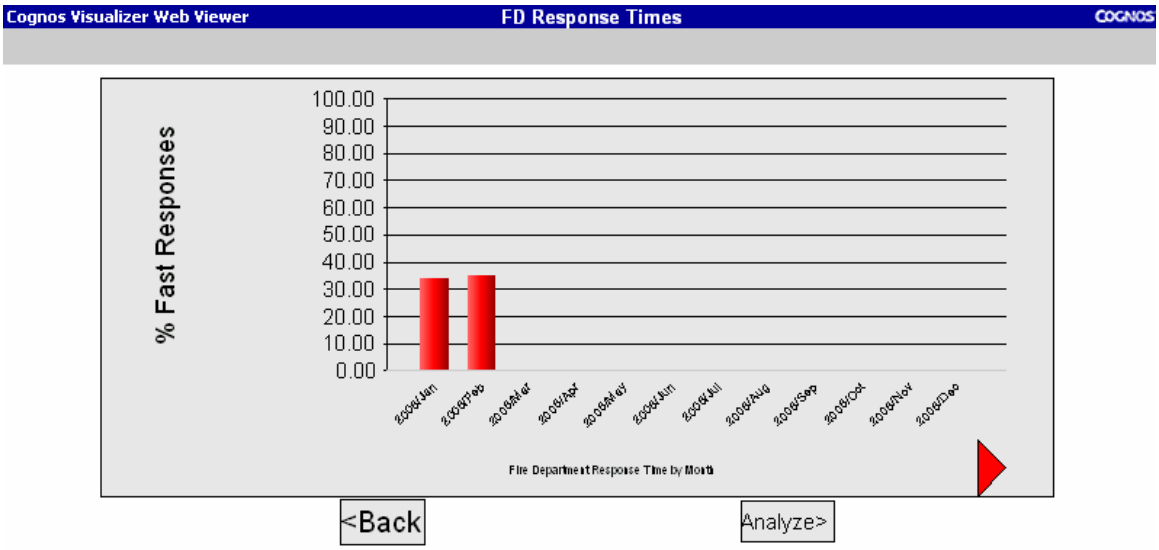


FD Home

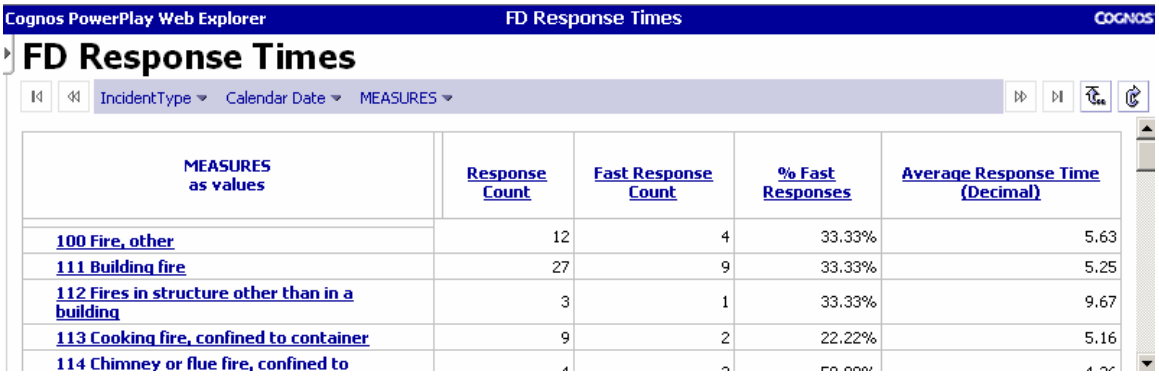
The FD Home dashboard presents a single thermometer view showing the percentage of responses categorized as “Fast”.



Clicking on the main panel reveals a second panel grouped by month:



Clicking the Analyze button brings up the PowerPlay Web Explorer view of the supporting data. The data includes Incident Type, Calendar Date, Response Count, Fast Response Count, and Average Response Time.

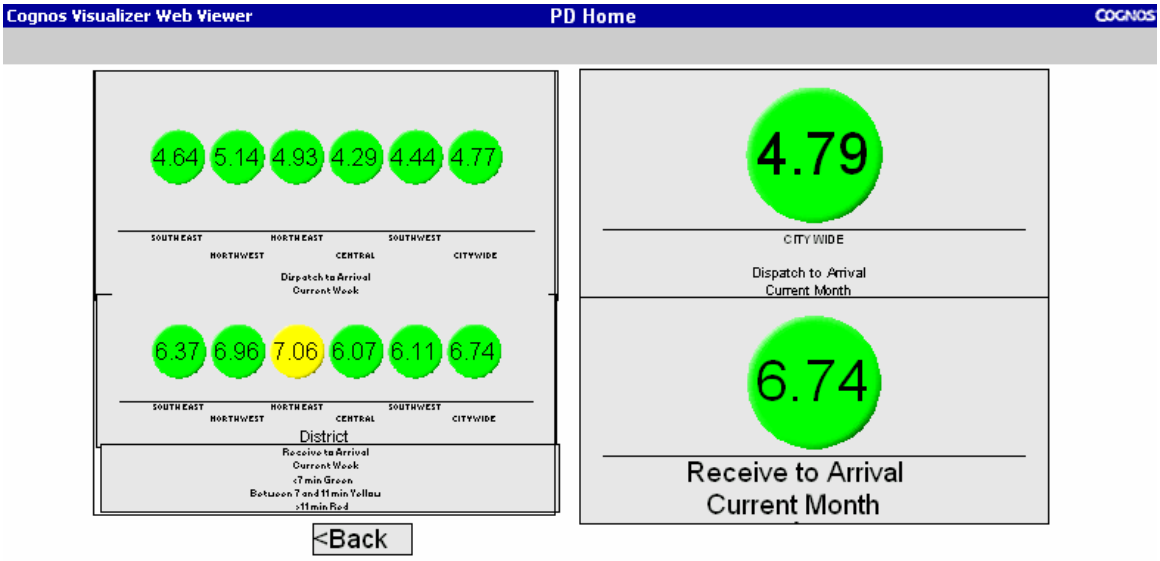


MEASURES as values	Response Count	Fast Response Count	% Fast Responses	Average Response Time (Decimal)
100 Fire, other	12	4	33.33%	5.63
111 Building fire	27	9	33.33%	5.25
112 Fires in structure other than in a building	3	1	33.33%	9.67
113 Cooking fire, confined to container	9	2	22.22%	5.16
114 Chimney or flue fire, confined to				

For more information on understanding or using this screen, please see “Analyzing the Financial Ratios
a Brief Introduction” on page 8, or “Using PowerPlay Web Explorer for Navigation and Analysis” on page 24.

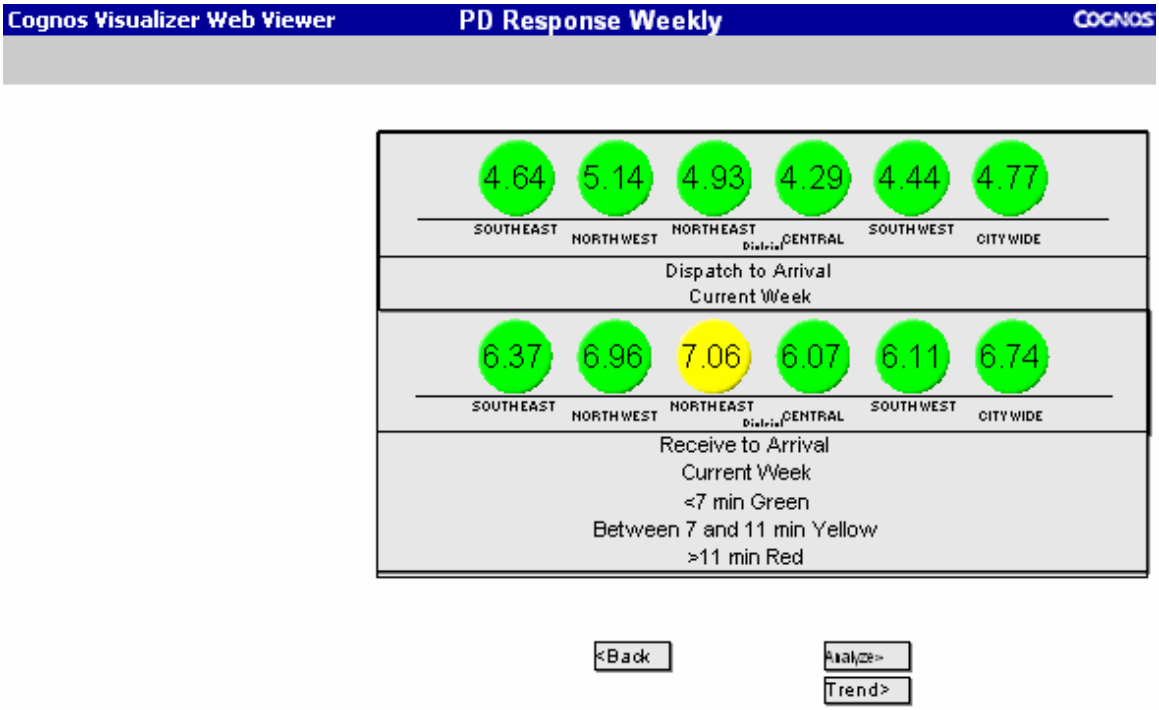
PD Dashboard Home

The PD Dashboard Home organizes an “at a glance” view of Dispatch to Arrival and Receipt to Arrival times by District and City-wide.

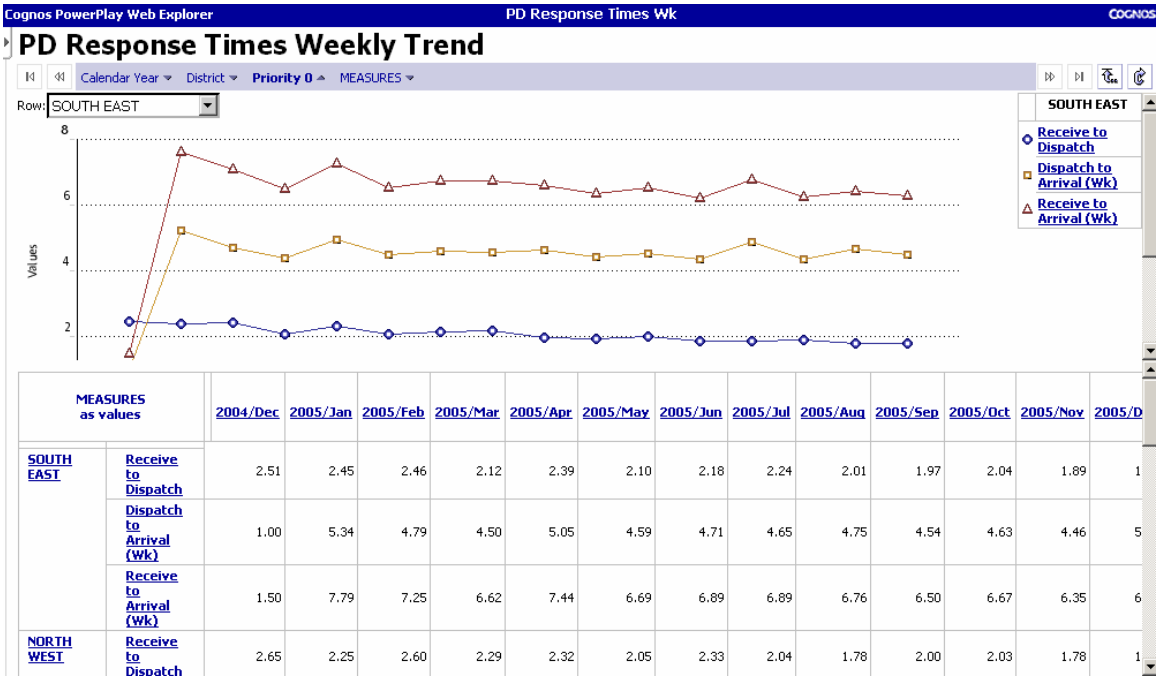


Clicking the left-hand panel (the one separated by District) jumps to a summary for the current week, by District.

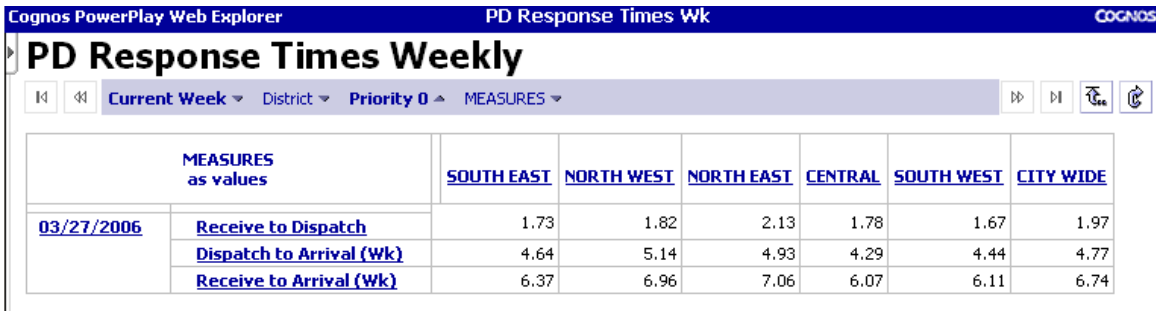
Weekly Response Times



This panel has a Trend button in addition to the Analyze button. The Trend button jumps to a PowerPlay Web Explorer screen with an integrated graph, showing a line of response times.



The graph can be changed by using the drop-down box in the top. The data is presented below the graph. Note the two scroll-bars on the right hand side to see more of each portion.

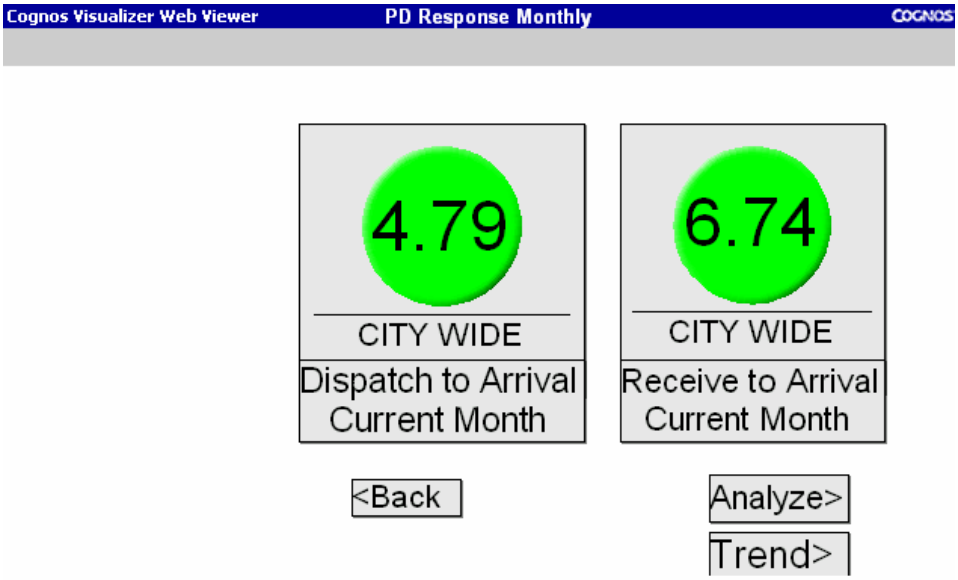


MEASURES as values		SOUTH EAST	NORTH WEST	NORTH EAST	CENTRAL	SOUTH WEST	CITY WIDE
03/27/2006	Receive to Dispatch	1.73	1.82	2.13	1.78	1.67	1.97
	Dispatch to Arrival (Wk)	4.64	5.14	4.93	4.29	4.44	4.77
	Receive to Arrival (Wk)	6.37	6.96	7.06	6.07	6.11	6.74

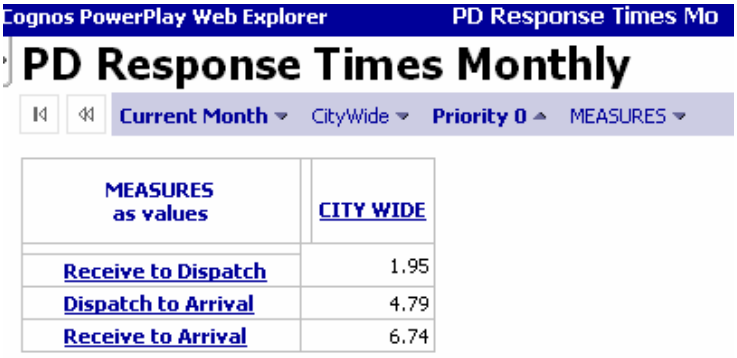
The Trend button from the main dashboard brings up this PowerPlay Web Explorer screen, filtered to the current week, Priority 0 calls, by District. For more information on understanding or using this screen, please see “Analyzing the Financial Ratios
a Brief Introduction” on page 8, or “Using PowerPlay Web Explorer for Navigation and Analysis” on page 24.

Monthly Response Times

Clicking on the right-hand panel from the dashboard home brings up the Monthly Response Time summary.

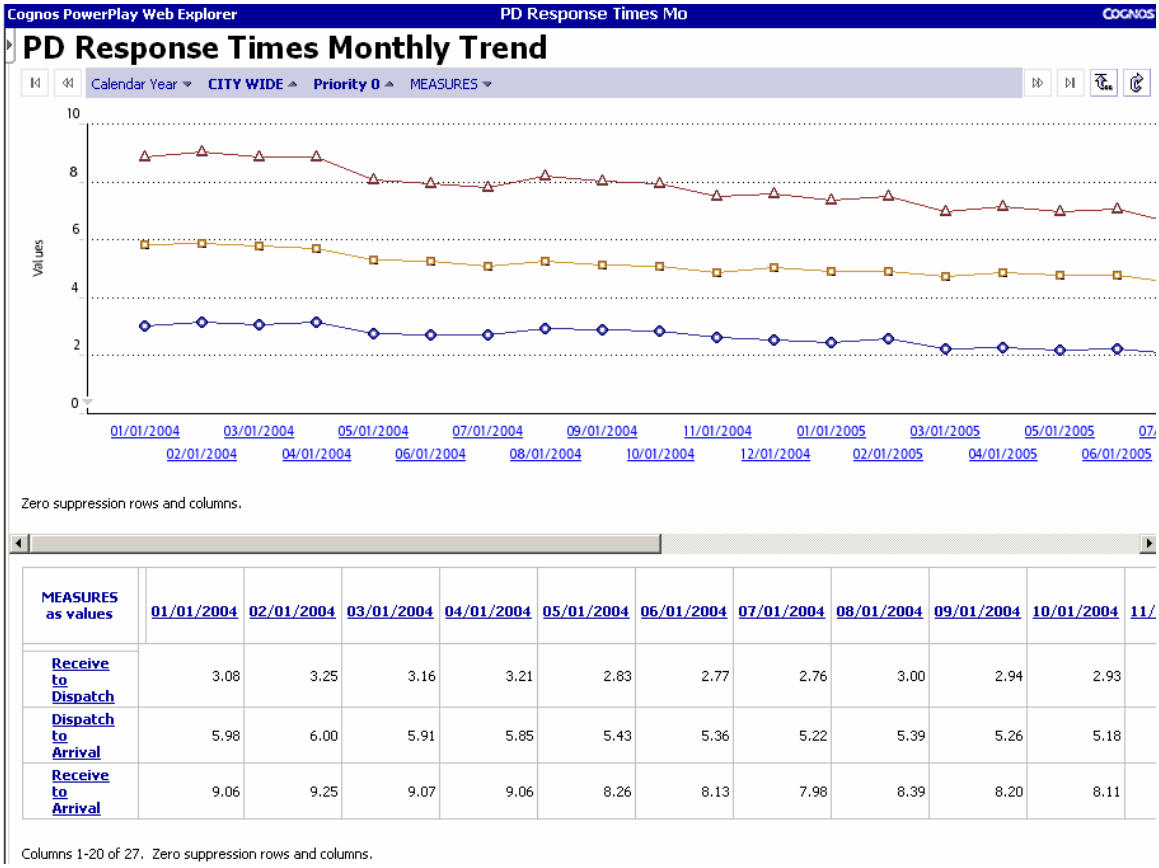


Clicking Analyze brings up the PowerPlay Web Explorer view set to the current month of Priority 0 calls, grouped to a City-wide level instead of by District.



MEASURES as values	CITY WIDE
Receive to Dispatch	1.95
Dispatch to Arrival	4.79
Receive to Arrival	6.74

Clicking the Trend button brings up a different view, one with an integrated graph.



MEASURES as values	01/01/2004	02/01/2004	03/01/2004	04/01/2004	05/01/2004	06/01/2004	07/01/2004	08/01/2004	09/01/2004	10/01/2004	11/
Receive to Dispatch	3.08	3.25	3.16	3.21	2.83	2.77	2.76	3.00	2.94	2.93	
Dispatch to Arrival	5.98	6.00	5.91	5.85	5.43	5.36	5.22	5.39	5.26	5.18	
Receive to Arrival	9.06	9.25	9.07	9.06	8.26	8.13	7.98	8.39	8.20	8.11	

Columns 1-20 of 27. Zero suppression rows and columns.

Notice that unlike the Weekly Response Times Trend view, there is no drop-down box. These statistics are City-wide. The Weekly statistics are per-District, so you can change which District is displayed in the graph with the drop-down box.

What are the Available Measurements?

In this section we will attempt to document the available Measurements within Cognos. Note that this documentation will be superseded by other documentation, and by the product itself.

This information was generated from the supporting documents City Manager Fund Analysis.doc and COGNOS Metric Project Workbook.xls .

Financial Measurements

These measurements are available when in PowerPlay Web Explorer, drilling down through the FS Ratios Dashboard Home.

Actual Revenue

From PS_LEDGER. Posted_total_amt where account type is 'R'.

Actual Variable Revenue

The GF Expense Ratio multiplied by the Actual Revenue

Actual Expenditure

From PS_LEDGER. Posted_total_amt where account type is 'E'. This is the current method but moving to PS_JRNL_HDR and PS_JRNL_LN.

Estimated Revenue

From PS_LEDGER_KK. Posted_total_amt where account type is 'R' and ledger = 'DETAIL_BUD'

Appropriation Amount

From PS_LEDGER_KK. Posted_total_amt where account type is 'E' and ledger = 'DETAIL_BUD'

Percent of Year

The percentage of the Budget Year elapsed as of today's date. This is useful to see whether expenditures or revenues are on target. For example, if 86% of projected expenditures have been spent, but only 34% of the year has elapsed, something may need investigation.

GF Expense Ratio

For ISF, Enterprise, and pure GF Departments, ratio is 1. For Departments that have General Fund and non-General fund revenue components, this is the proportion of General Fund appropriations to total appropriations.

Please refer to the document City Manager Fund Analysis.doc for more information on how this is calculated, which Departments are involved, and what the values are for Budget Year 2006.

Rev to Exp Ratio

Actual Revenue / Actual Expenditures

GF Revenue To Exp Ratio

GF Variable Revenue Amount / GF Expense Ratio

Act to Est Rev to Pct of Yr

Actual revenue compared to estimated revenue, adjusted for the portion of the Budget Year elapsed

Percent Act to Approp Expend

Actual Expenditures / Appropriations

HR Measurements

These measurements are available when in PowerPlay Web Explorer, drilling down through the HR Ratios Dashboard Home.

FTE

From PS_JOB – count of employees

Hours

From PS_TL_EMPL_DATA – could be pay outs based on TRCs. This is Hours used by an employee

Amount

From PS_TL_EMPL_DATA and PS_JOB with TRCs – a total dollar amount of employee time

Hourly Rate

From PS_TL_EMPL_DATA and PS_JOB with TRCs – an hourly dollar amount of employee time

Monthly Rate

The monthly salary rate of the position, based on the last incumbent or the “B” step.

Savings to End of Year

The calculated salary savings of the vacant position to the end of the current Fiscal Year.

Fire Measurements

These measurements are available within the FD Home Dashboard.

Response Count

The number of responses within a category

Fast Response Count

The number of responses within a category that are Fast, a subset of the Response Count

% Fast Responses

The percentage of total responses that are also Fast responses.

Average Response Time

The average response time of all responses

PD Measurements

These measurements are available within the PD Home Dashboard. They are calculated either weekly or monthly, depending on which PowerPlay Web Explorer is launched.

Receive to Dispatch

The time from receipt of a call to dispatch

Dispatch to Arrival

The time between dispatching a responding unit to the arrival of the unit

Receive to Arrival

Total time from receipt of the call to arrival of the responding unit

I Need More Help!

Cognos Subject Matter Experts (SME's) from most Departments have received training in all aspects of the Cognos tools. They are your first point of contact for Cognos related questions.

The Cognos Core Team members can help you locate your SME, or help the SME with advanced topics. Please contact the ISD Help Desk at 621-7100, Help.Desk@fresno.gov, or use Heat Self Service to log a call, and help will be made available as soon as possible.

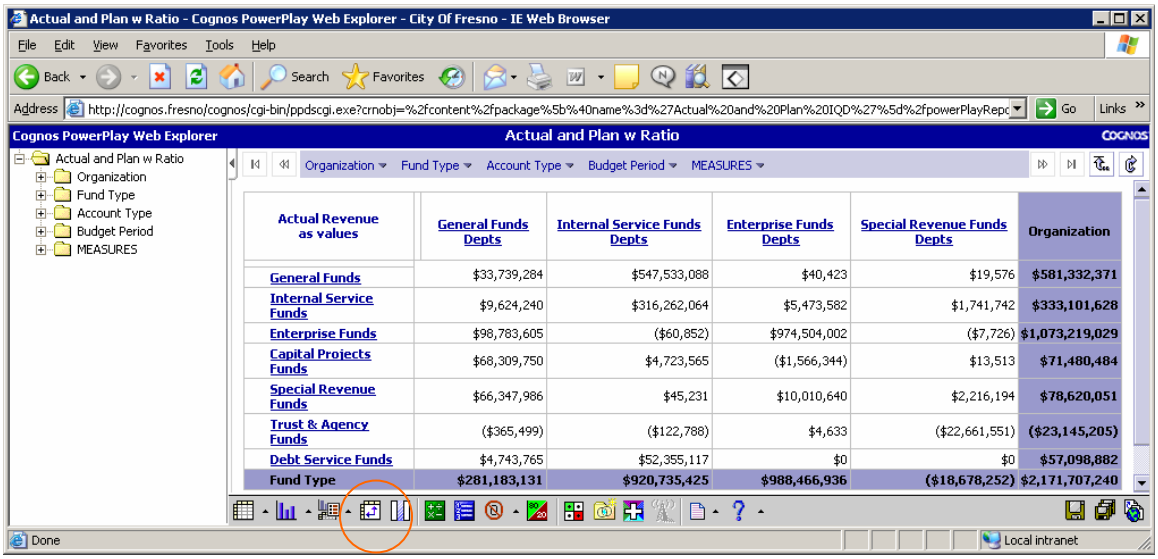
More information on navigating the PowerPlay Web Explorer and using the advanced features of the tool follow this page.

Using PowerPlay Web Explorer for Navigation and Analysis

Let's go through these steps together for a hands-on opportunity. This is a 'raw' cube: no filters, no drilldown yet. The data is for the 1st measure in the list (Actual Revenue). Remember, you always have a Back Arrow.

Starting Orientation, Swap Rows/Columns

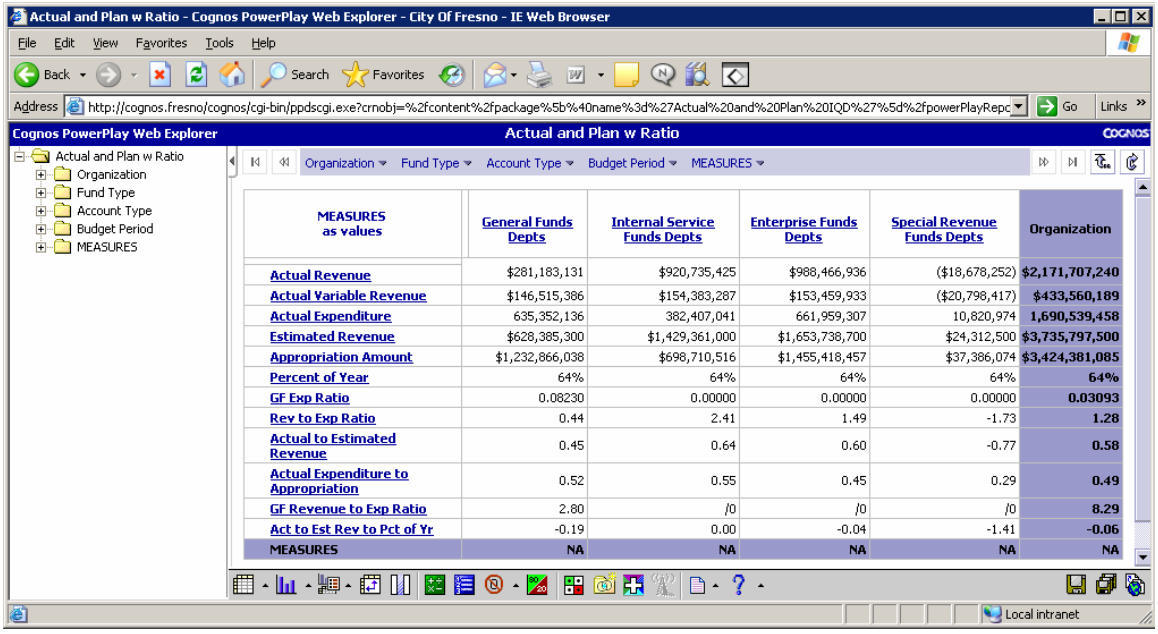
The 1st 2 dimensions are in the grid. See the 4th icon and its tool tip? Click it, and get the following:



Actual Revenue as values	General Funds Depts	Internal Service Funds Depts	Enterprise Funds Depts	Special Revenue Funds Depts	Organization
General Funds	$33,739,284	$547,533,088	$40,423	$19,576	$581,332,371
Internal Service Funds	$9,624,240	$316,262,064	$5,473,582	$1,741,742	$333,101,628
Enterprise Funds	$98,783,605	($60,852)	$974,504,002	($7,726)	$1,073,219,029
Capital Projects Funds	$68,309,750	$4,723,565	($1,566,344)	$13,513	$71,480,484
Special Revenue Funds	$66,347,986	$45,231	$10,010,640	$2,216,194	$78,620,051
Trust & Agency Funds	($365,499)	($122,788)	$4,633	($22,661,551)	($23,145,205)
Debt Service Funds	$4,743,765	$52,355,117	$0	$0	$57,098,882
Fund Type	$281,183,131	$920,735,425	$988,466,936	($18,678,252)	$2,171,707,240

Replace as row/col

Drag Measures from Dimension Tree and drop them on the Fund Types down the left.



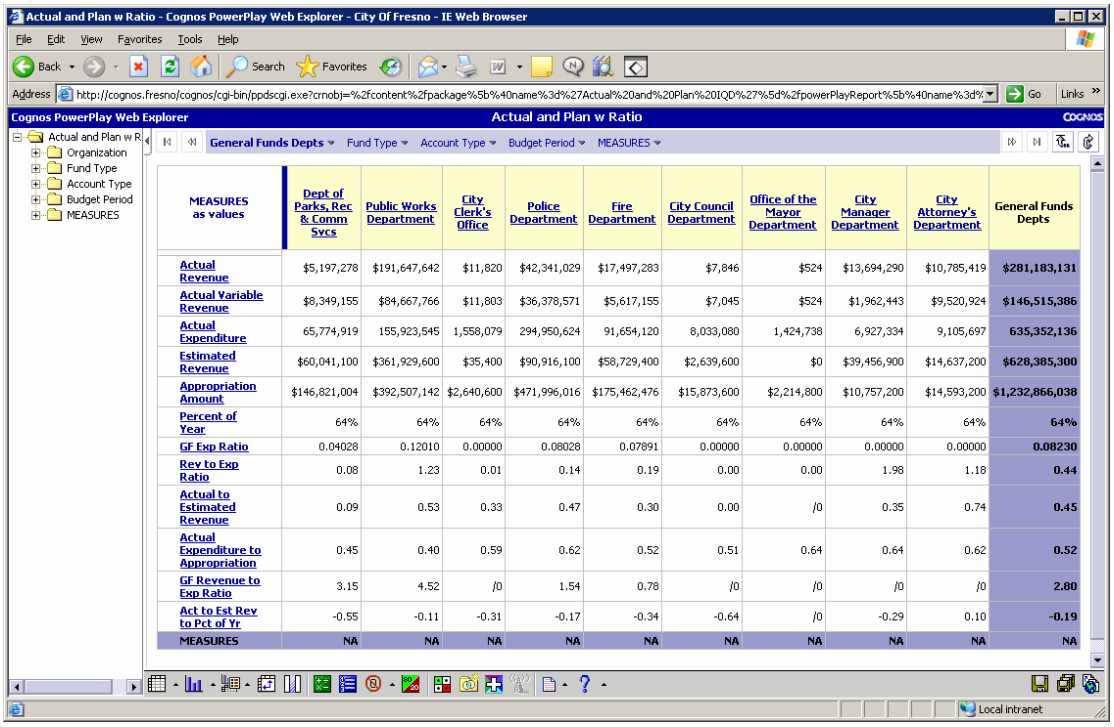
MEASURES as values	General Funds Depts	Internal Service Funds Depts	Enterprise Funds Depts	Special Revenue Funds Depts	Organization
Actual Revenue	$281,183,131	$920,735,425	$988,466,936	($18,678,252)	$2,171,707,240
Actual Variable Revenue	$146,515,386	$154,383,287	$153,459,933	($20,798,417)	$433,560,189
Actual Expenditure	635,352,136	382,407,041	661,959,307	10,820,974	1,690,539,458
Estimated Revenue	$628,385,300	$1,429,361,000	$1,653,738,700	$24,312,500	$3,735,797,500
Appropriation Amount	$1,232,866,038	$698,710,516	$1,455,418,457	$37,386,074	$3,424,381,085
Percent of Year	64%	64%	64%	64%	64%
GF Exp Ratio	0.08230	0.00000	0.00000	0.00000	0.03093
Rev to Exp Ratio	0.44	2.41	1.49	-1.73	1.28
Actual to Estimated Revenue	0.45	0.64	0.60	-0.77	0.58
Actual Expenditure to Appropriation	0.52	0.55	0.45	0.29	0.49
GF Revenue to Exp Ratio	2.80	/0	/0	/0	8.29
Act to Est Rev to Pct of Yr	-0.19	0.00	-0.04	-1.41	-0.06
MEASURES	NA	NA	NA	NA	NA

Move a column or row heading

Drilldown/Expand

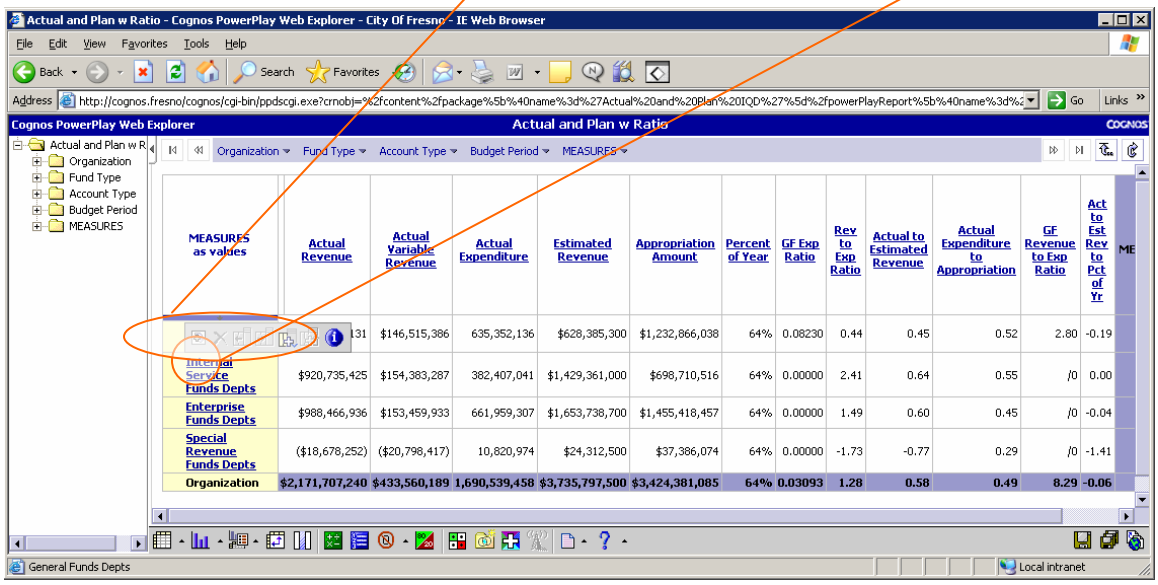
On any dimension. Here, let's drill on Departments by clicking on it. Other options: Expand versus Drill Down, Drill up (Back Arrow).

Drill on General Funds Depts



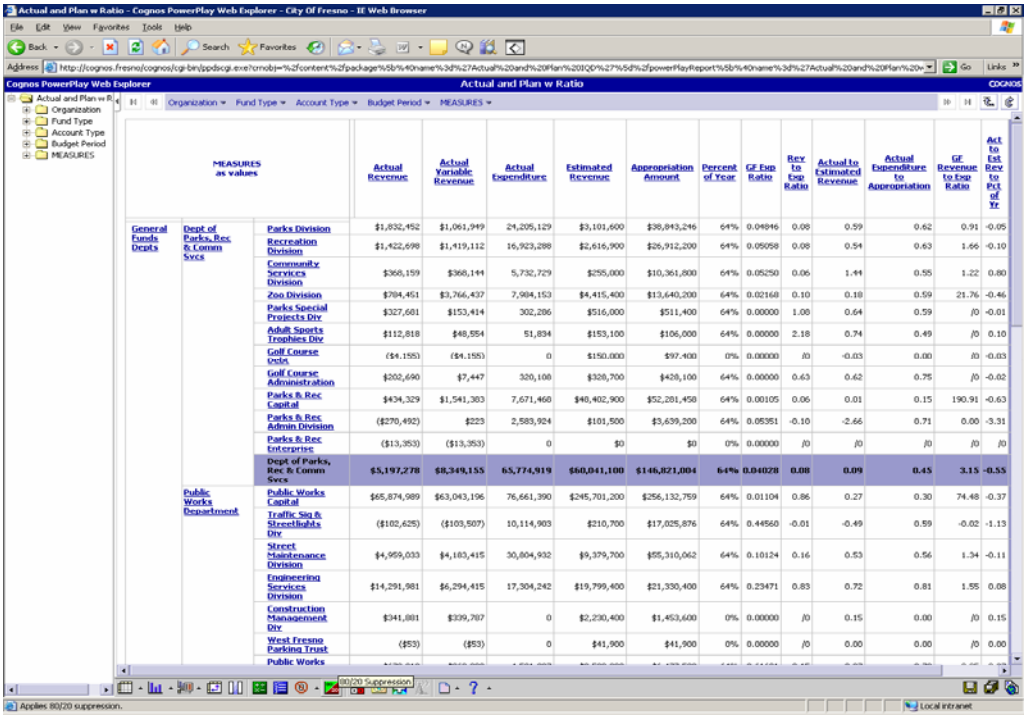
MEASURES as values	Dept of Parks, Rec & Comm Svcs	Public Works Department	City Clerk's Office	Police Department	Fire Department	City Council Department	Office of the Mayor Department	City Manager Department	City Attorney's Department	General Funds Depts
Actual Revenue	$5,197,278	$191,647,642	$11,820	$42,341,029	$17,497,283	$7,846	$524	$13,694,290	$10,785,419	**$281,183,131**
Actual Variable Revenue	$8,349,155	$84,667,766	$11,803	$36,378,571	$5,617,155	$7,045	$524	$1,962,443	$9,520,924	**$146,515,386**
Actual Expenditure	65,774,919	155,923,545	1,558,079	294,950,624	91,654,120	8,033,080	1,424,738	6,927,334	9,105,697	**635,352,136**
Estimated Revenue	$60,041,100	$361,929,600	$35,400	$90,916,100	$58,729,400	$2,639,600	$0	$39,456,900	$14,637,200	**$628,385,300**
Appropriation Amount	$146,821,004	$392,507,142	$2,640,600	$471,996,016	$175,462,476	$15,873,600	$2,214,800	$10,757,200	$14,593,200	**$1,232,866,038**
Percent of Year	64%	64%	64%	64%	64%	64%	64%	64%	64%	**64%**
GF Exp Ratio	0.04028	0.12010	0.00000	0.08028	0.07891	0.00000	0.00000	0.00000	0.00000	**0.08230**
Rev to Exp Ratio	0.08	1.23	0.01	0.14	0.19	0.00	0.00	1.98	1.18	**0.44**
Actual to Estimated Revenue	0.09	0.53	0.33	0.47	0.30	0.00	/0	0.35	0.74	**0.45**
Actual Expenditure to Appropriation	0.45	0.40	0.59	0.62	0.52	0.51	0.64	0.64	0.62	**0.52**
GF Revenue to Exp Ratio	3.15	4.52	/0	1.54	0.78	/0	/0	/0	/0	**2.80**
Act to Est Rev to Pct of Yr	-0.55	-0.11	-0.31	-0.17	-0.34	-0.64	/0	-0.29	0.10	**-0.19**
MEASURES	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Back Arrow to roll the Depts back up, then Swap Rows/Cols to get this. Then click on the small zone that's in dark blue below, and use the leftmost Expand button on the hovering toolbar:



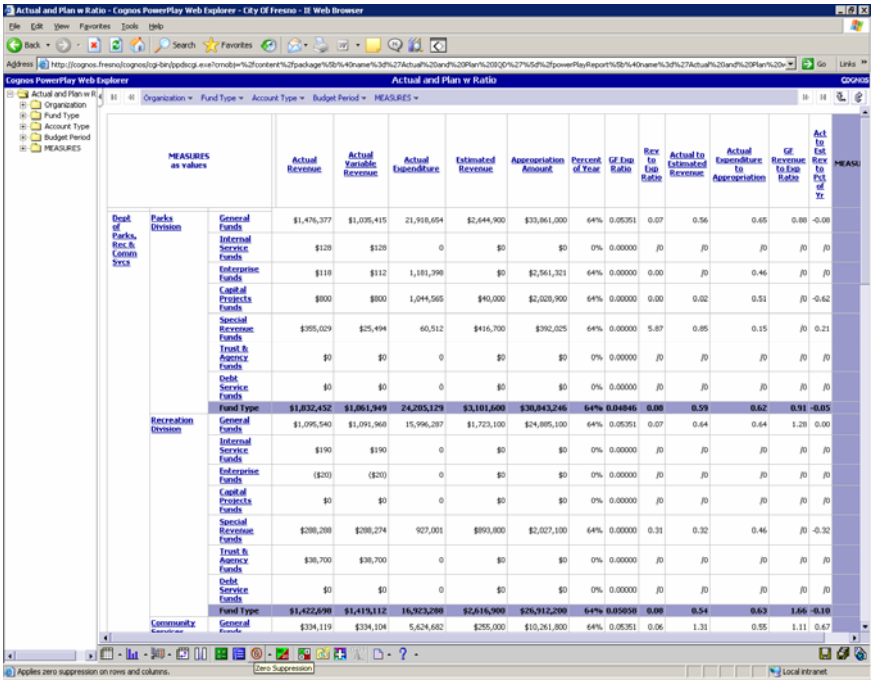
MEASURES as values	Actual Revenue	Actual Variable Revenue	Actual Expenditure	Estimated Revenue	Appropriation Amount	Percent of Year	GF Exp Ratio	Rev to Exp Ratio	Actual to Estimated Revenue	Actual Expenditure to Appropriation	GF Revenue to Exp Ratio	Act to Est Rev to Pct of Yr	ME
	131	$146,515,386	635,352,136	$628,385,300	$1,232,866,038	64%	0.08230	0.44	0.45	0.52	2.80	-0.19	
Internal Service Funds Depts	$920,735,425	$154,383,287	382,407,041	$1,429,361,000	$698,710,516	64%	0.00000	2.41	0.64	0.55	/0	0.00	
Enterprise Funds Depts	$988,466,936	$153,459,933	661,959,307	$1,653,738,700	$1,455,418,457	64%	0.00000	1.49	0.60	0.45	/0	-0.04	
Special Revenue Funds Depts	($18,678,252)	($20,798,417)	10,820,974	$24,312,500	$37,386,074	64%	0.00000	-1.73	-0.77	0.29	/0	-1.41	
Organization	$2,171,707,240	$433,560,189	1,690,539,458	$3,735,797,500	$3,424,381,085	64%	0.03093	1.28	0.58	0.49	8.29	-0.06	

Do it again on Departments to expand to Divisions, getting this:

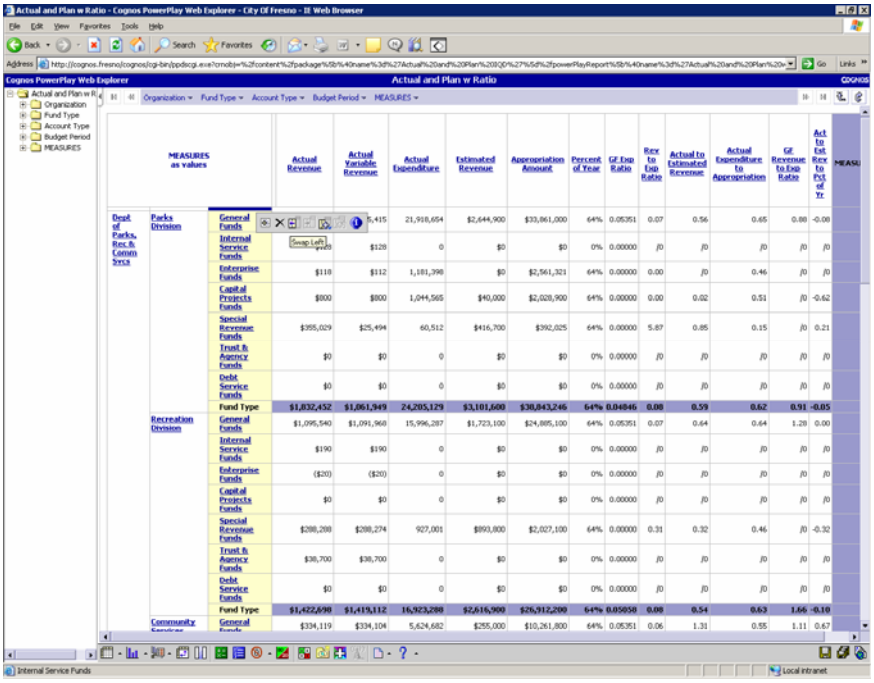


Nest, Swap

Delete the Department Type layer by choosing the little zone above it and clicking the X. Then drag Fund to the right of Division. You should now see something like this:



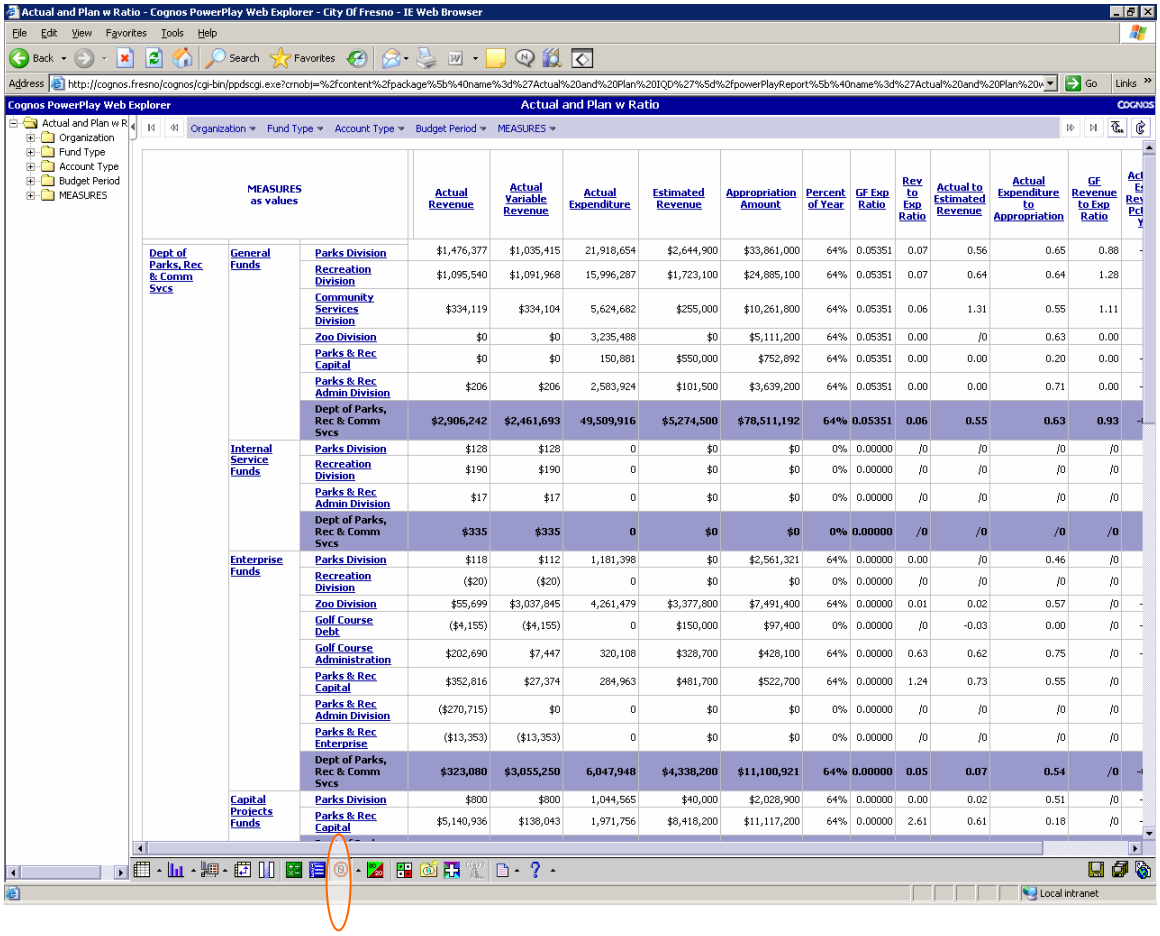
Swap to the right. Click on the small zone above the **General Funds** label in the grid. In the next screenshot, it's dark blue. A small toolbar pops up, and the 'Swap Left' button is highlighted here.



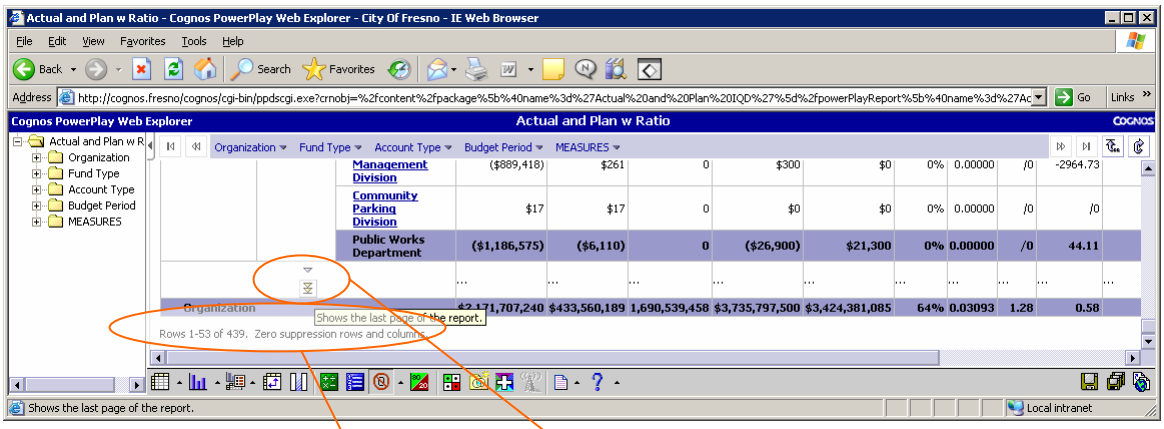
Suppress 0s

Often, you will create intersections that don't have meaning (or data).

Press the Zero Suppression button in the toolbar at the bottom. Note the options. You should now see this:



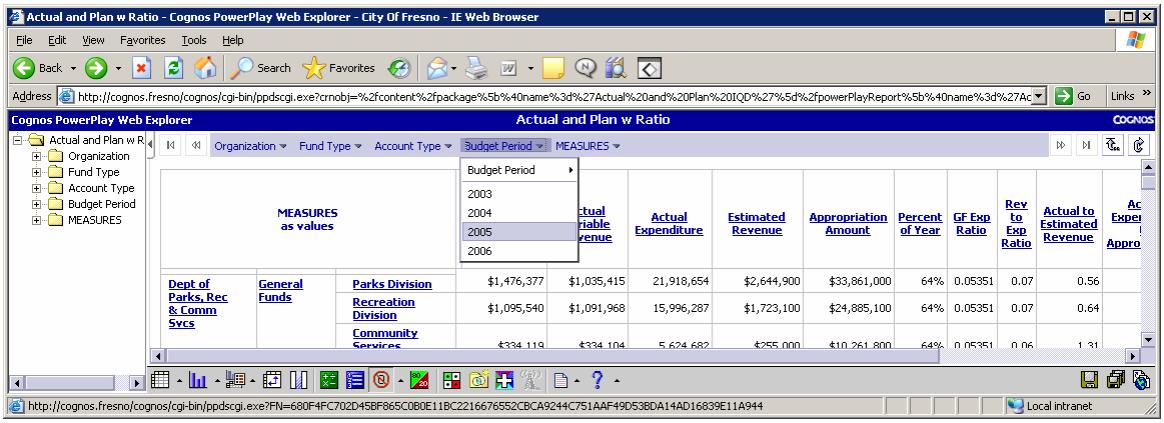
Navigate the report. Arrow down to the bottom of the page and see this:



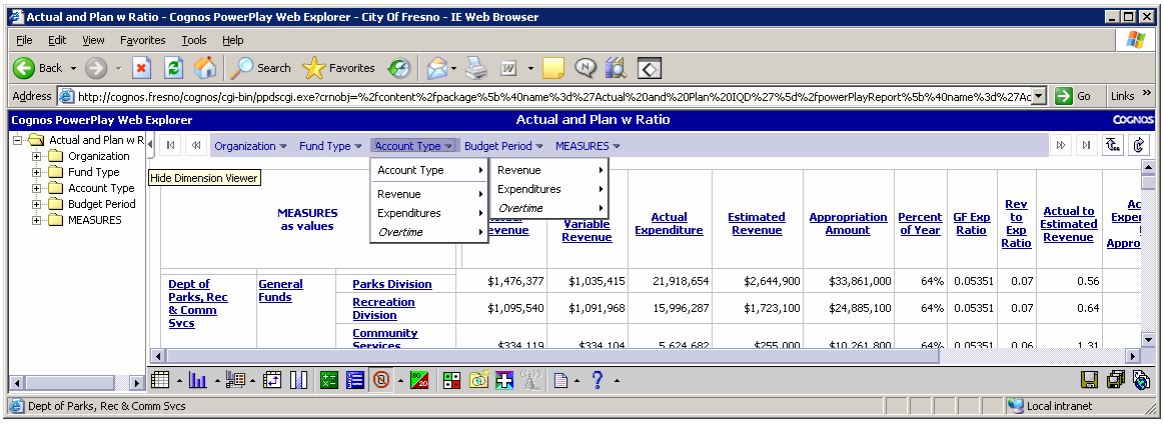
Notice the information here, and these arrows (hover over the arrows).

Filter, Dimension Line

Choose which categories, within dimensions that are NOT on the grid, are to be represented in the grid. We've been looking at numbers for all years combined. Here's 2005.



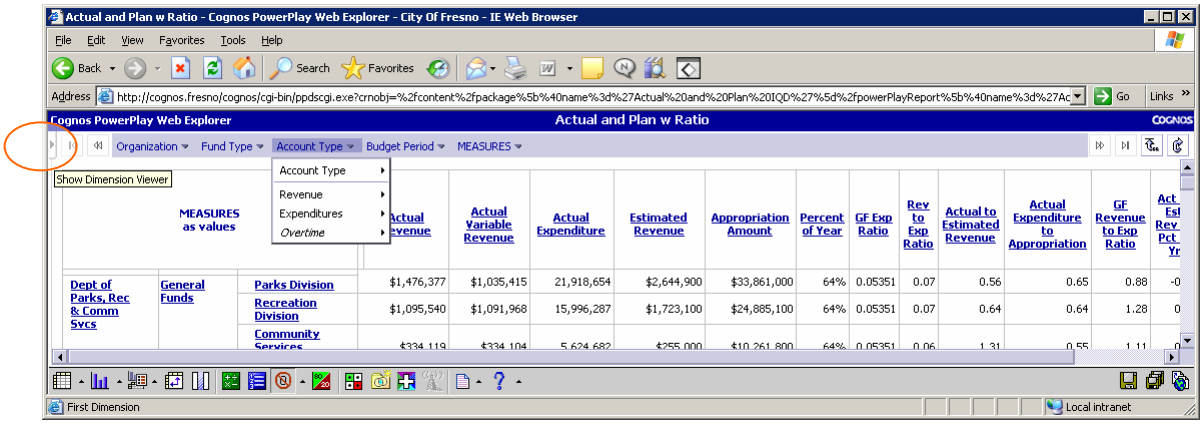
You can click on the dimension label Account Type, and it expands. You would just hover over the expanding fly-out lists. Clicking any selection chooses it.



Dimension Viewer

Choose which dimensions to drag into the grid. You can open a dimension, then drag a lower-level category into the grid. Its children will display. We saw this when we dragged the Fund dimension in.

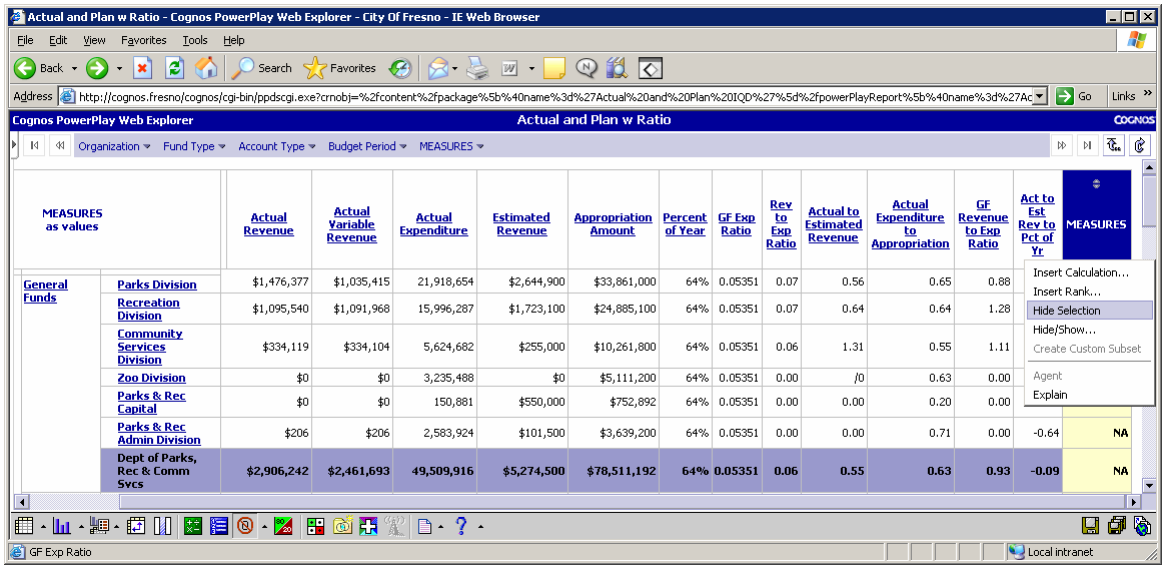
You can hide the dimension viewer for more space. See the Tool Tip above. Here, you can unhide the dimension viewer.



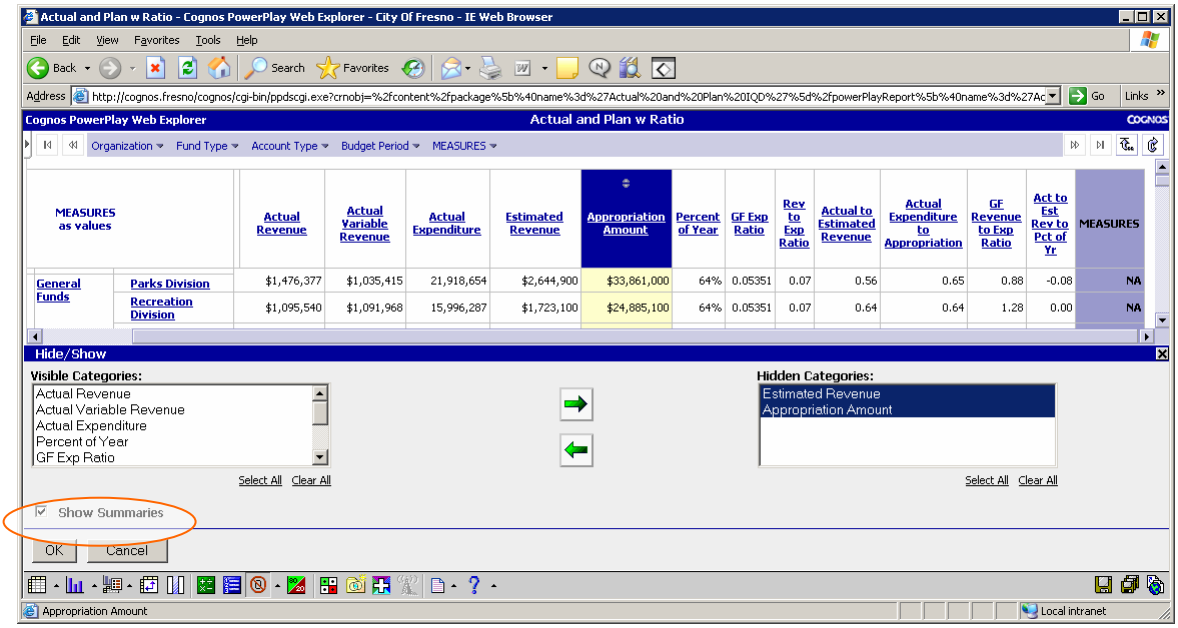
Hide / Show

You can hide/show any combination of categories. If they are nested and repeated, all occurrences will hide.

Scroll right and hide the meaningless summary:

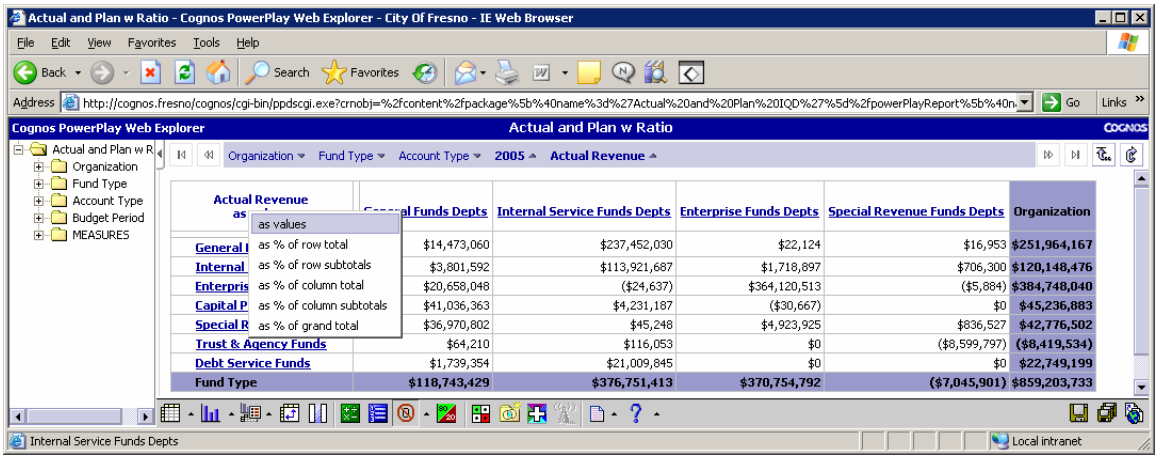


You can choose individual categories to hide or show, and whether to show totals:



Measures as %

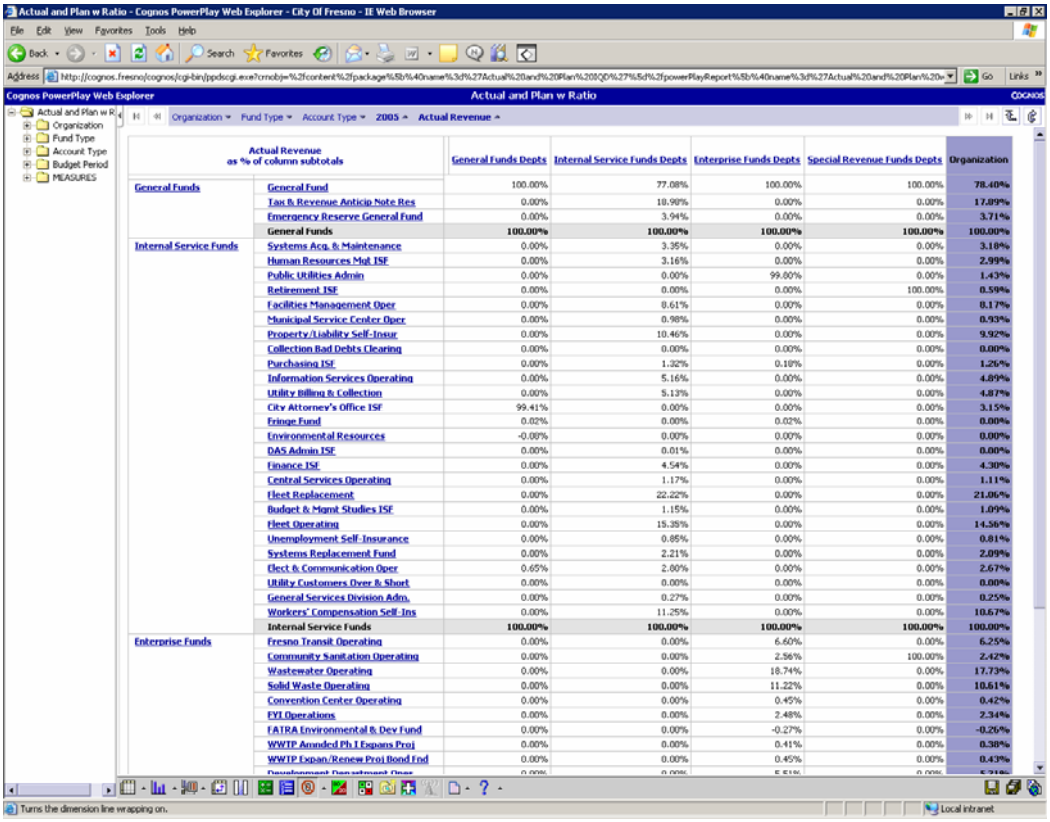
Use a combination of deleting layers and dragging in dimensions to create the following. Note the filters in the last two dimensions in the dimension line.



Right click the upper left where it says Actual Revenue as Values, and choose **as % of column totals.**

Notice that the columns total 100%.

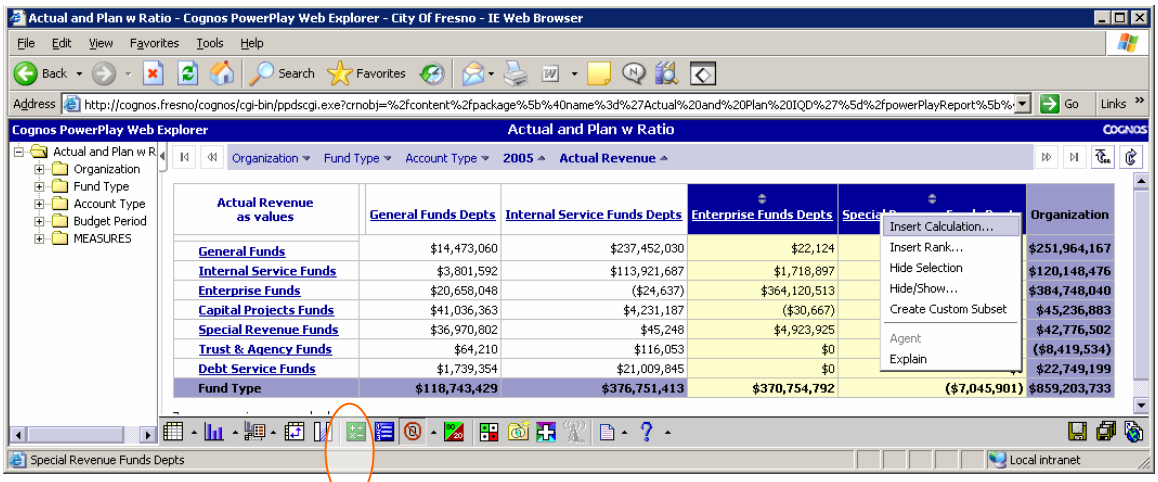
Right click where it now says **Actual Revenue as % of column total,** and choose **as % of column subtotals,** and see what happens (nothing). Then expand the Fund Type column:



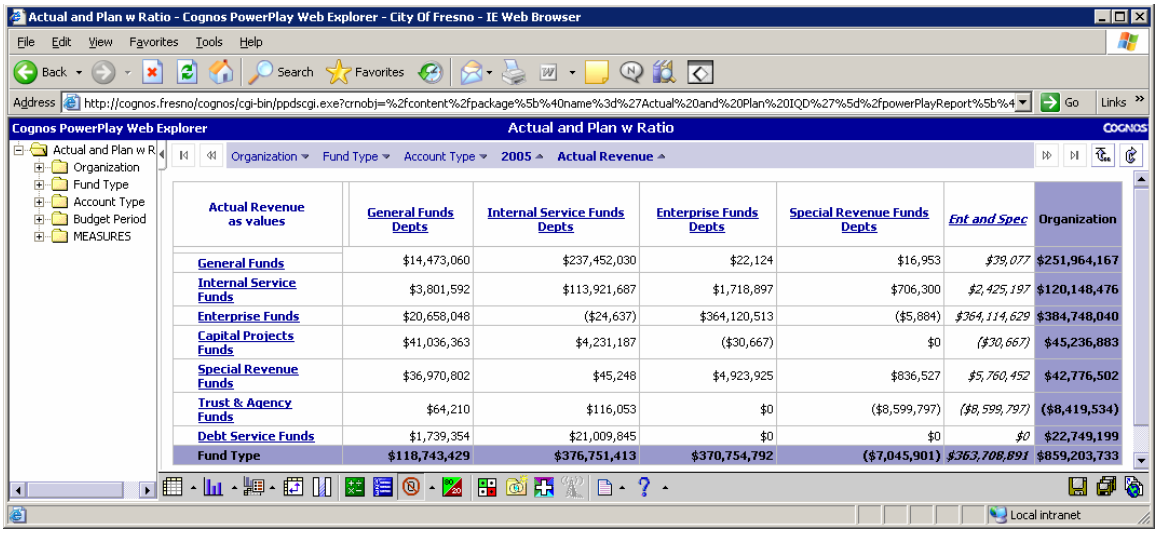
Calculation

Switch back to **Actual Revenue as Values** and delete the detailed Funds layer.

Ctrl-click the Enterprise Funds Depts and Special Revenue Funds Depts columns, and right click, and choose **Insert Calculation.** You can also use the Calculator button in the lower toolbar.

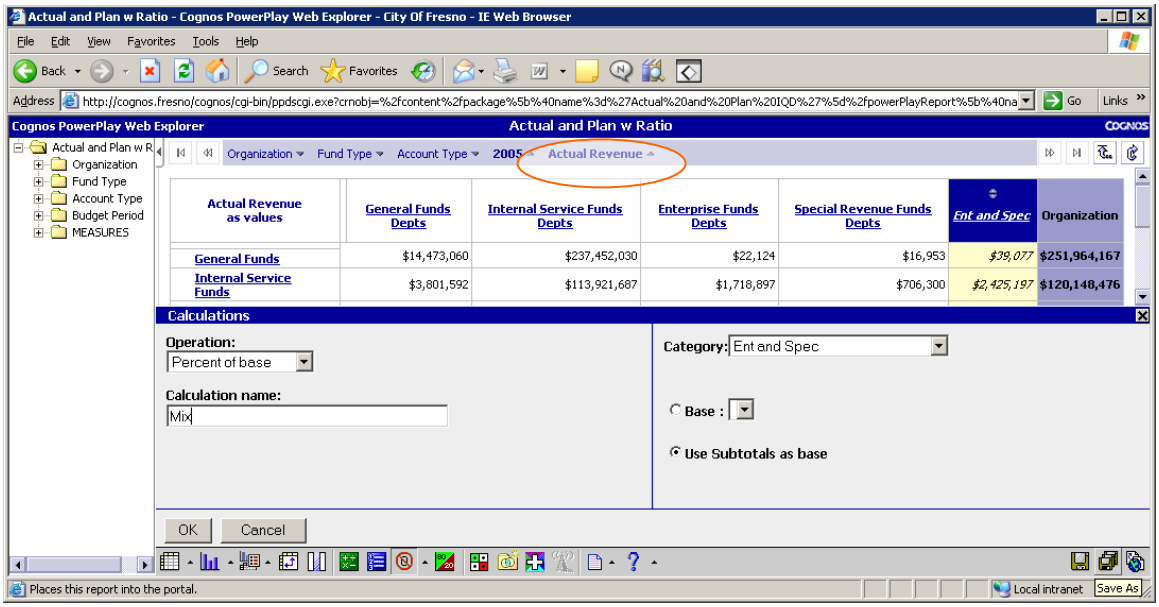


Let's add up those last 2 department types (notice that I named them Ent and Spec):

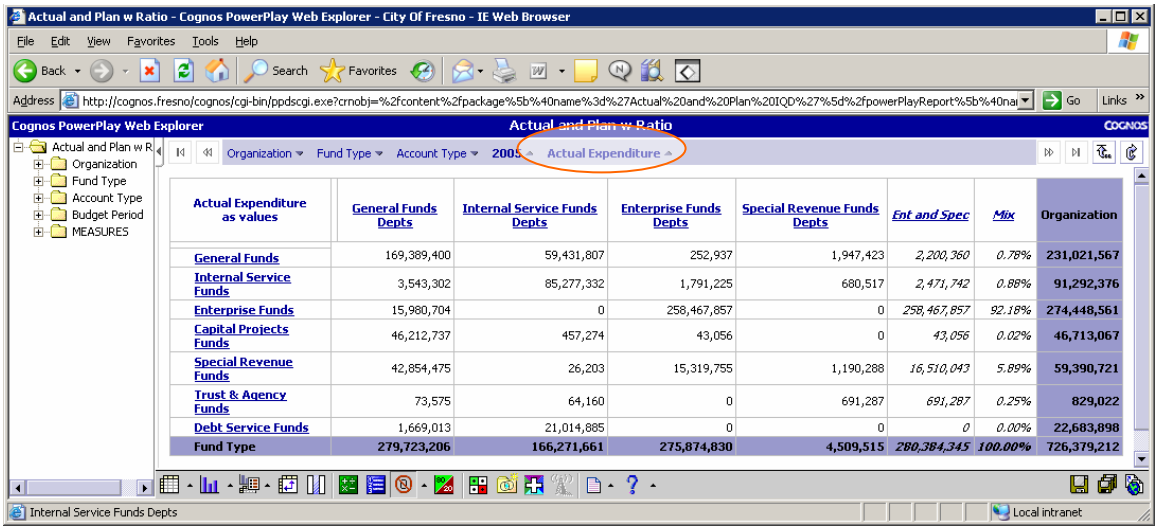


So, we're curious about the mix of different funds to which our Ent and Spec departments are booking expenditures. Let's use the **Percent of Base** calculation.

Highlight the column, click either the caluclator or right click | Insert Calculation, then choose Percent of Base as the operation, and give it the name 'Mix':

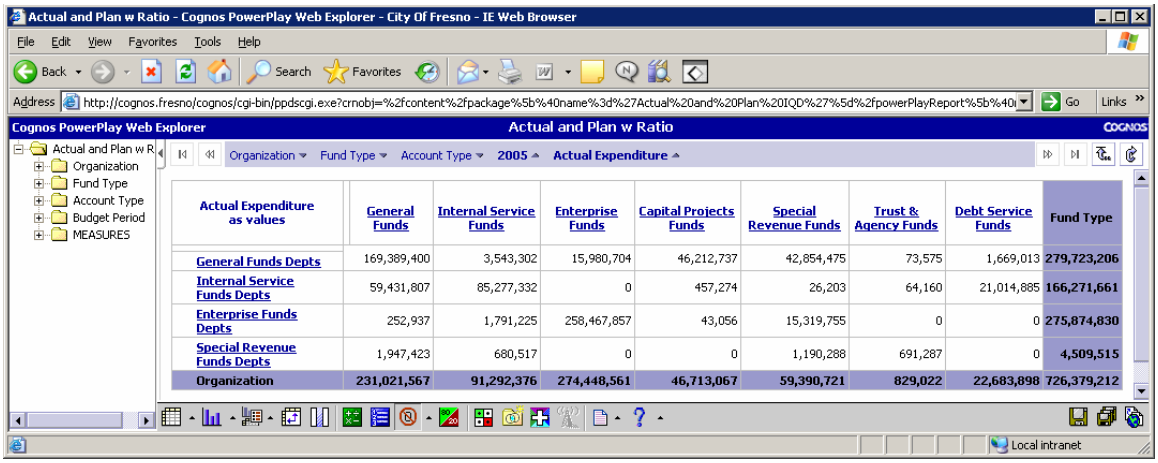


Finally, let's filter on Actual Expenditure. You should see:

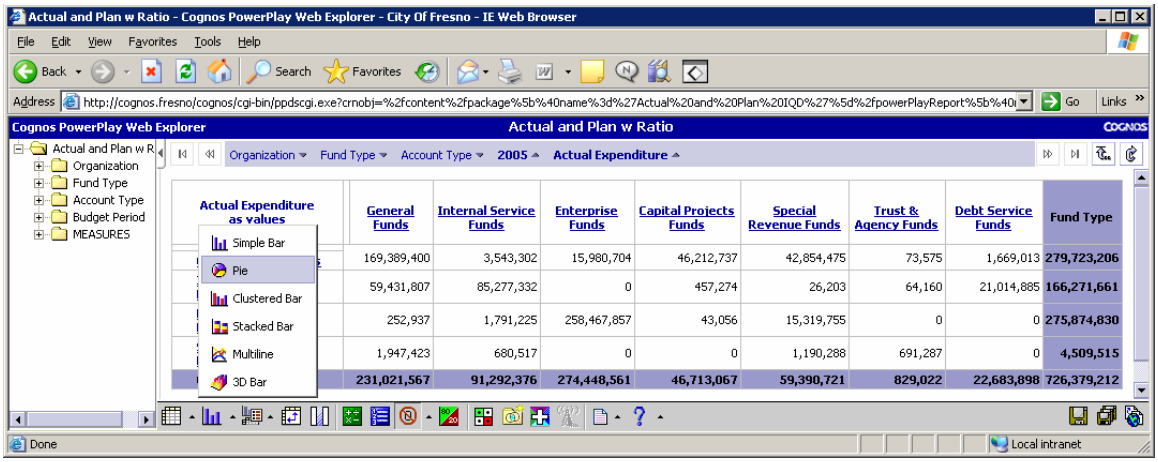


Chart, drill on chart

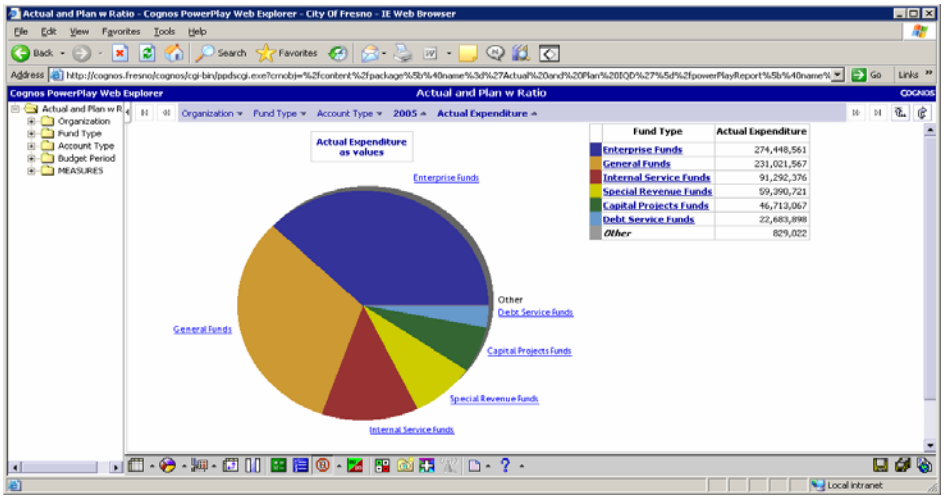
Swap Rows/Columns (use the Swap button), highlight the **Ent and Spec** and **Mix** rows, hide them, and end up like this:



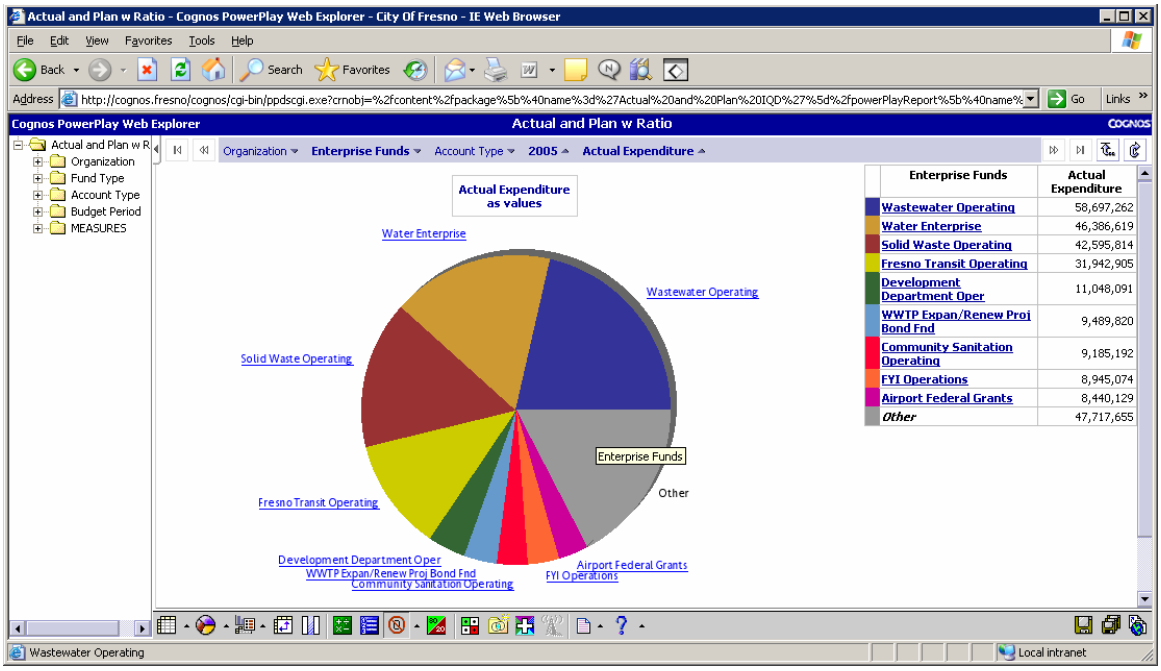
Next, click the arrow next to the bar chart, then pick Pie. The sum of the rows is graphed.

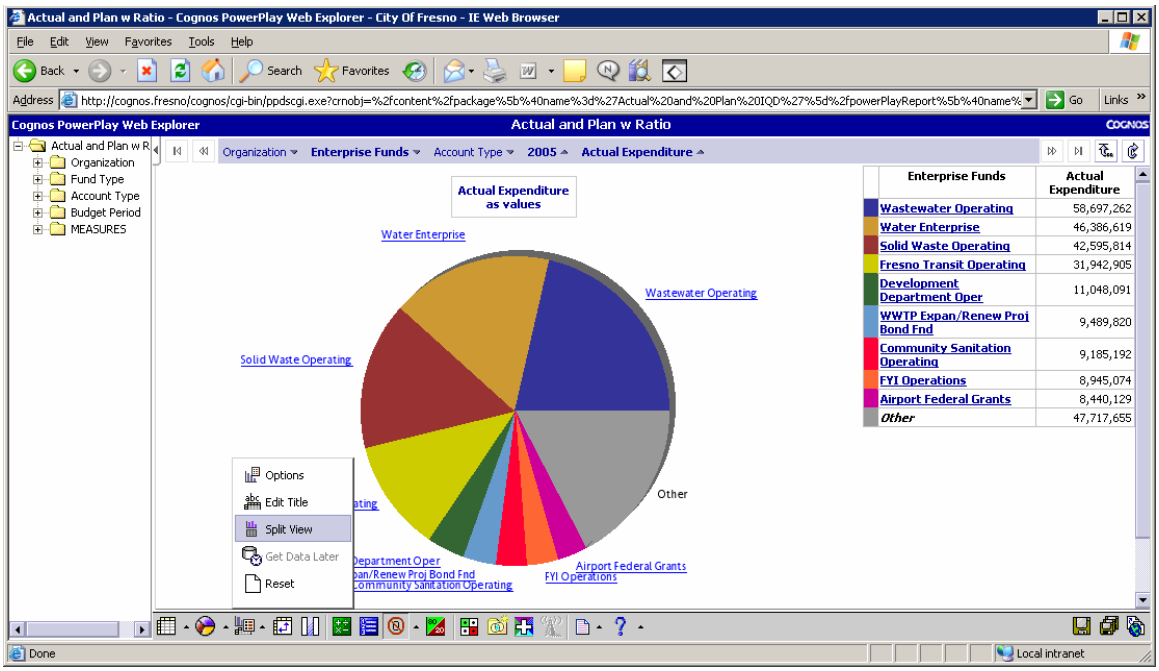


You should see the following:

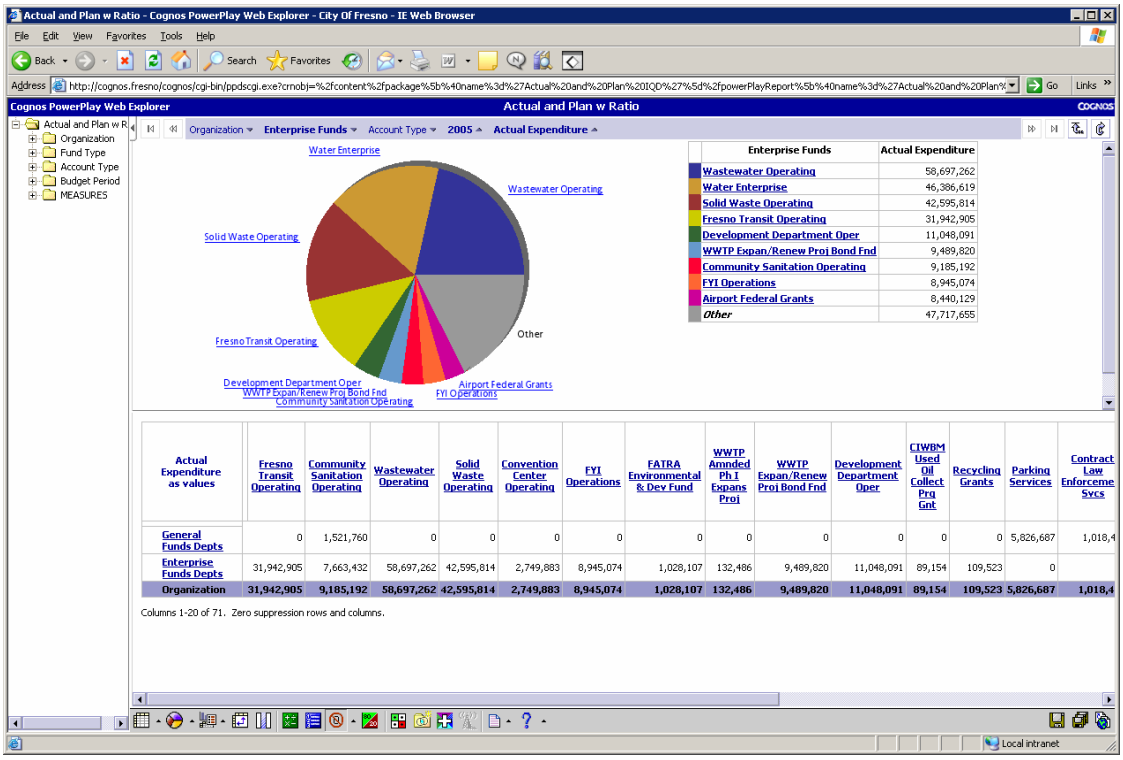


Drill down on Enterprise Funds by clicking in either its sector of the pie, its description by the pie, or its description in the legend, and get the following. Note that a category called Other is created for the smallest categories.

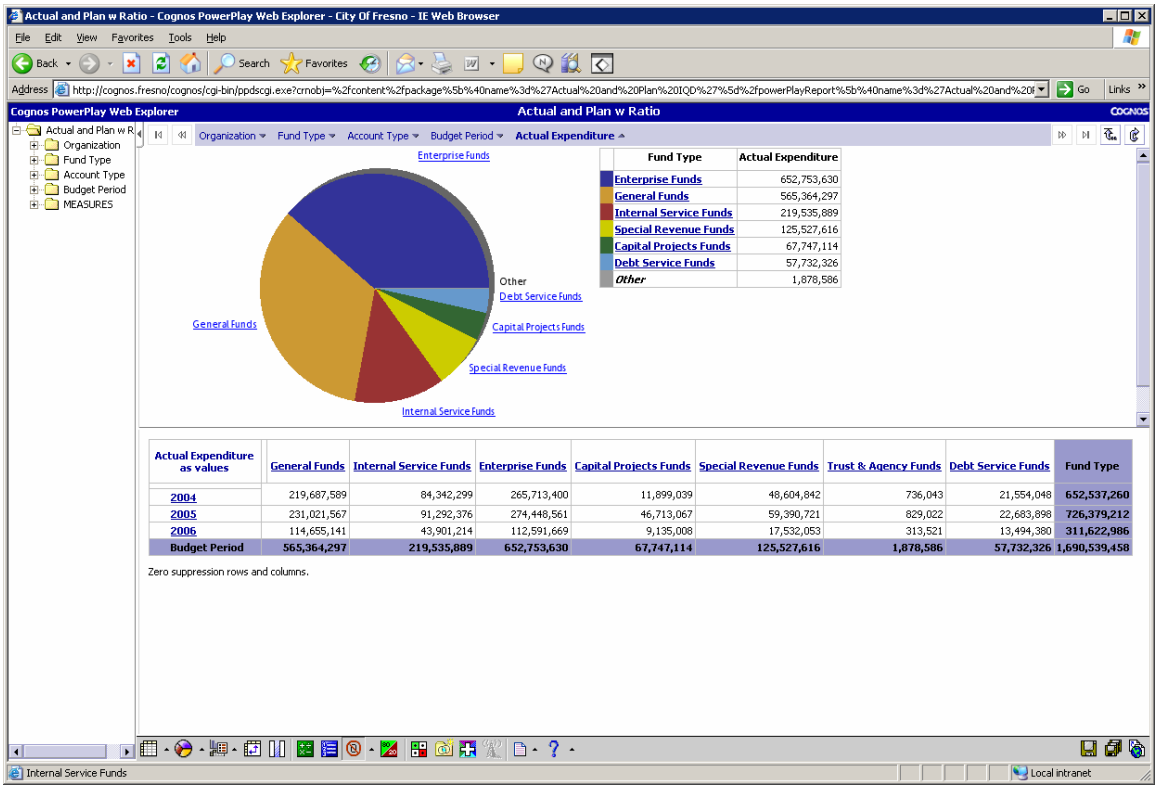




Choose Split View and get the following:

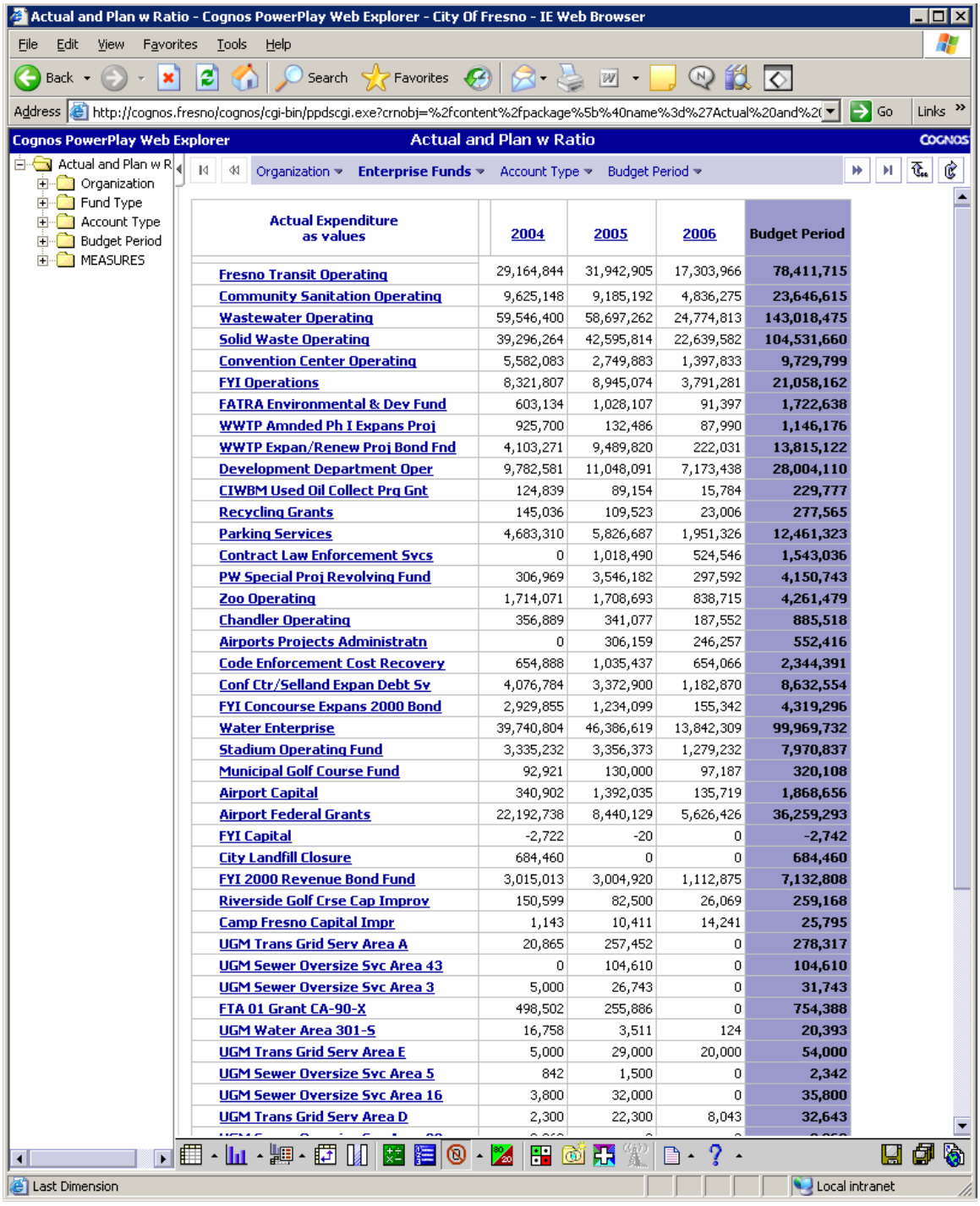


Drill up or down on the chart, or drag other dimensions into the grid, and the grid and chart follow each other. Below, **Budget Period** is dragged onto rows, and **Fund Type** is dragged on top of the columns.



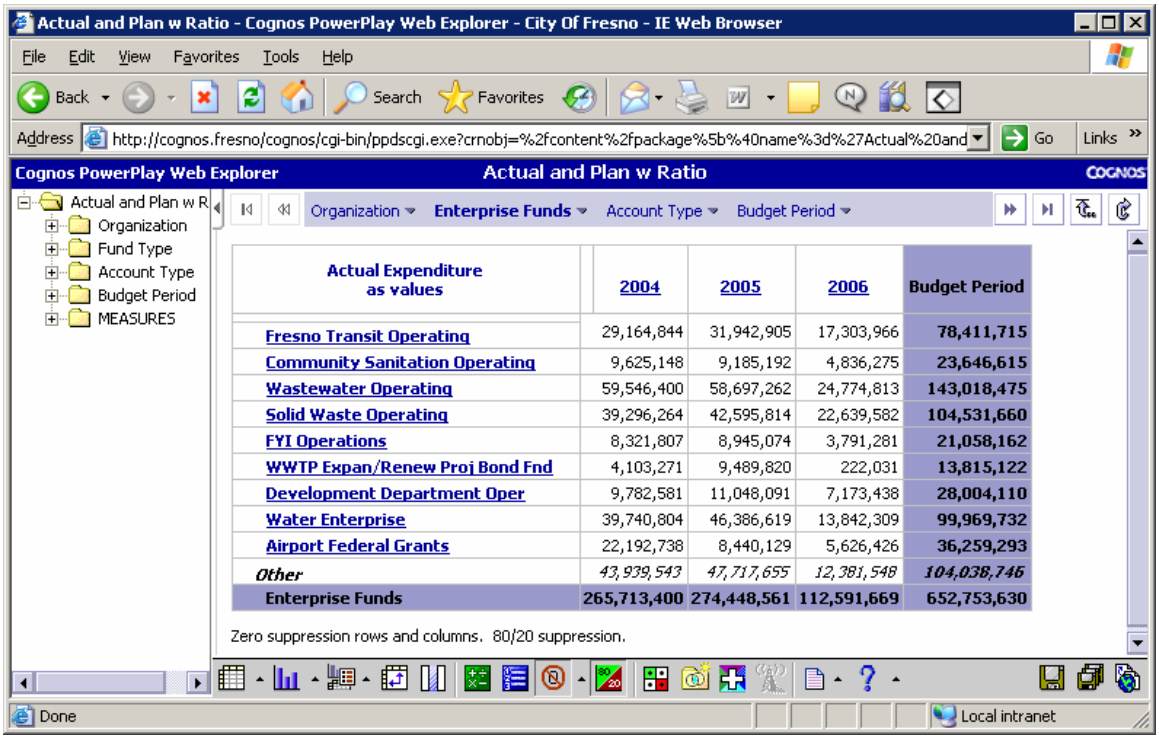
80/20 Suppression

Drop the chart by toggling Split View again, then swap rows/columns, then drill down on Enterprise Funds:



Actual Expenditure as values	2004	2005	2006	Budget Period
Fresno Transit Operating	29,164,844	31,942,905	17,303,966	78,411,715
Community Sanitation Operating	9,625,148	9,185,192	4,836,275	23,646,615
Wastewater Operating	59,546,400	58,697,262	24,774,813	143,018,475
Solid Waste Operating	39,296,264	42,595,814	22,639,582	104,531,660
Convention Center Operating	5,582,083	2,749,883	1,397,833	9,729,799
FYI Operations	8,321,807	8,945,074	3,791,281	21,058,162
FATRA Environmental & Dev Fund	603,134	1,028,107	91,397	1,722,638
WWTP Amnded Ph I Expans Proj	925,700	132,486	87,990	1,146,176
WWTP Expan/Renew Proj Bond Fnd	4,103,271	9,489,820	222,031	13,815,122
Development Department Oper	9,782,581	11,048,091	7,173,438	28,004,110
CIWBM Used Oil Collect Prg Gnt	124,839	89,154	15,784	229,777
Recycling Grants	145,036	109,523	23,006	277,565
Parking Services	4,683,310	5,826,687	1,951,326	12,461,323
Contract Law Enforcement Svcs	0	1,018,490	524,546	1,543,036
PW Special Proj Revolving Fund	306,969	3,546,182	297,592	4,150,743
Zoo Operating	1,714,071	1,708,693	838,715	4,261,479
Chandler Operating	356,889	341,077	187,552	885,518
Airports Projects Administratn	0	306,159	246,257	552,416
Code Enforcement Cost Recovery	654,888	1,035,437	654,066	2,344,391
Conf Ctr/Selland Expan Debt Sv	4,076,784	3,372,900	1,182,870	8,632,554
FYI Concourse Expans 2000 Bond	2,929,855	1,234,099	155,342	4,319,296
Water Enterprise	39,740,804	46,386,619	13,842,309	99,969,732
Stadium Operating Fund	3,335,232	3,356,373	1,279,232	7,970,837
Municipal Golf Course Fund	92,921	130,000	97,187	320,108
Airport Capital	340,902	1,392,035	135,719	1,868,656
Airport Federal Grants	22,192,738	8,440,129	5,626,426	36,259,293
FYI Capital	-2,722	-20	0	-2,742
City Landfill Closure	684,460	0	0	684,460
FYI 2000 Revenue Bond Fund	3,015,013	3,004,920	1,112,875	7,132,808
Riverside Golf Crse Cap Improv	150,599	82,500	26,069	259,168
Camp Fresno Capital Impr	1,143	10,411	14,241	25,795
UGM Trans Grid Serv Area A	20,865	257,452	0	278,317
UGM Sewer Oversize Svc Area 43	0	104,610	0	104,610
UGM Sewer Oversize Svc Area 3	5,000	26,743	0	31,743
FTA 01 Grant CA-90-X	498,502	255,886	0	754,388
UGM Water Area 301-S	16,758	3,511	124	20,393
UGM Trans Grid Serv Area E	5,000	29,000	20,000	54,000
UGM Sewer Oversize Svc Area 5	842	1,500	0	2,342
UGM Sewer Oversize Svc Area 16	3,800	32,000	0	35,800
UGM Trans Grid Serv Area D	2,300	22,300	8,043	32,643

Apply 80/20 Suppression (click the 80/20 toolbar icon). Now the Funds are ranked, with the largest making up the first 80% of the value, with all others grouped into Other. Notice that 80/20 is indicated on the screen.

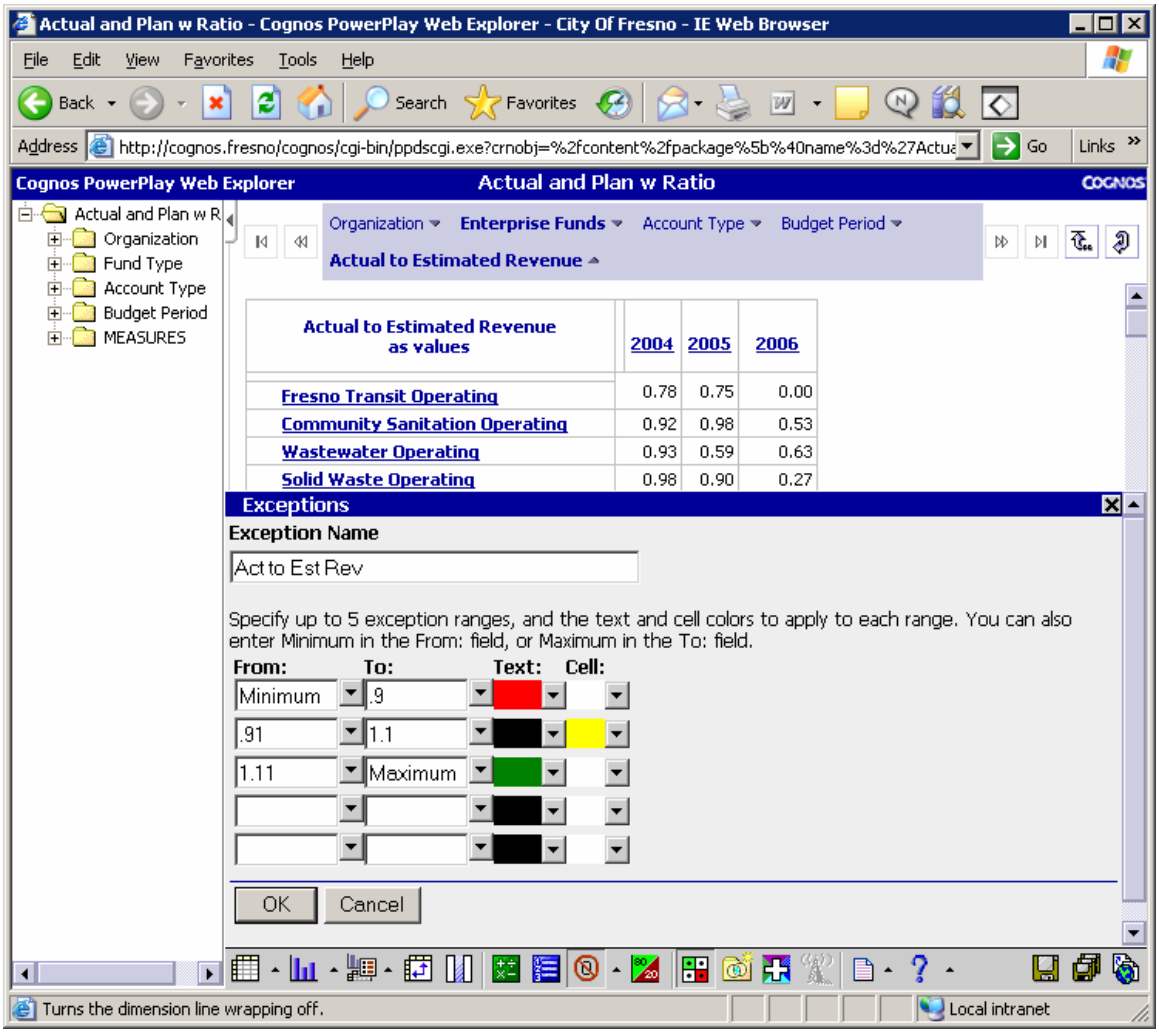


Exceptions

Remove 80/20, drag the Measure **Actual to Estimated Revenue** to the upper left corner to replace **Actual Expenditures** or filter on it in the dimension line. Hide the **Budget Period** summary. Use the icons to the right of the dimension line to change the display (as below).

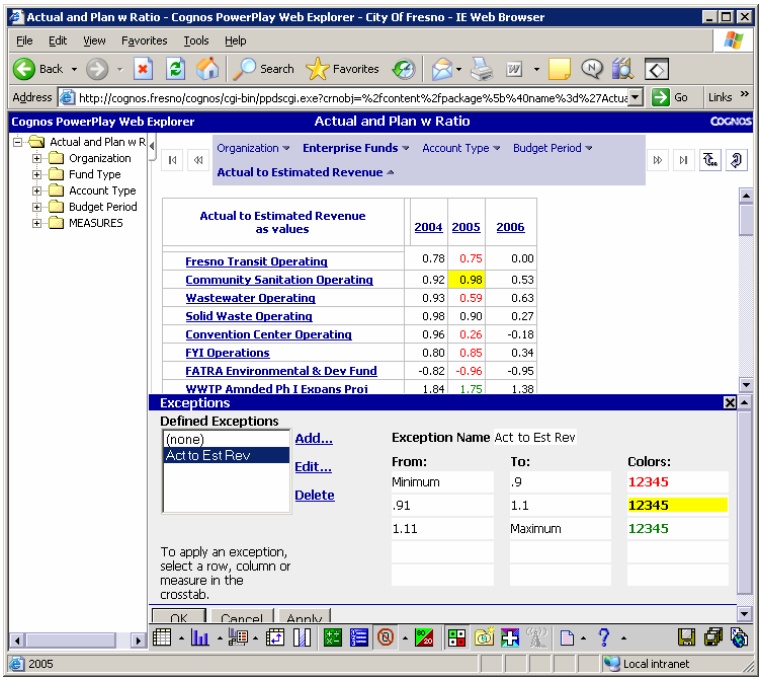
Click the Custom Exception Highlighting button (checkerboard icon).

Click Add, name the exception, then move to the first dropdown and select Minimum:



Enter limits and colors as above

Then click OK. Highlight the 2005 column, the Apply. You should have the following:



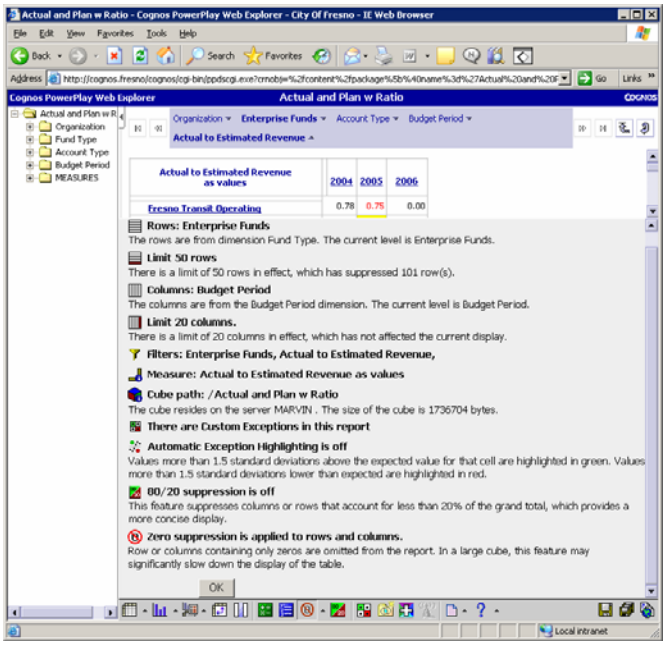
Click OK.

You can create as many defined exceptions as you need, and apply them to different columns or rows of data. That is, the thresholds for the different colors can differ for different Budget Periods. You can edit each exception range over time to track the effect of special initiatives.

Info?

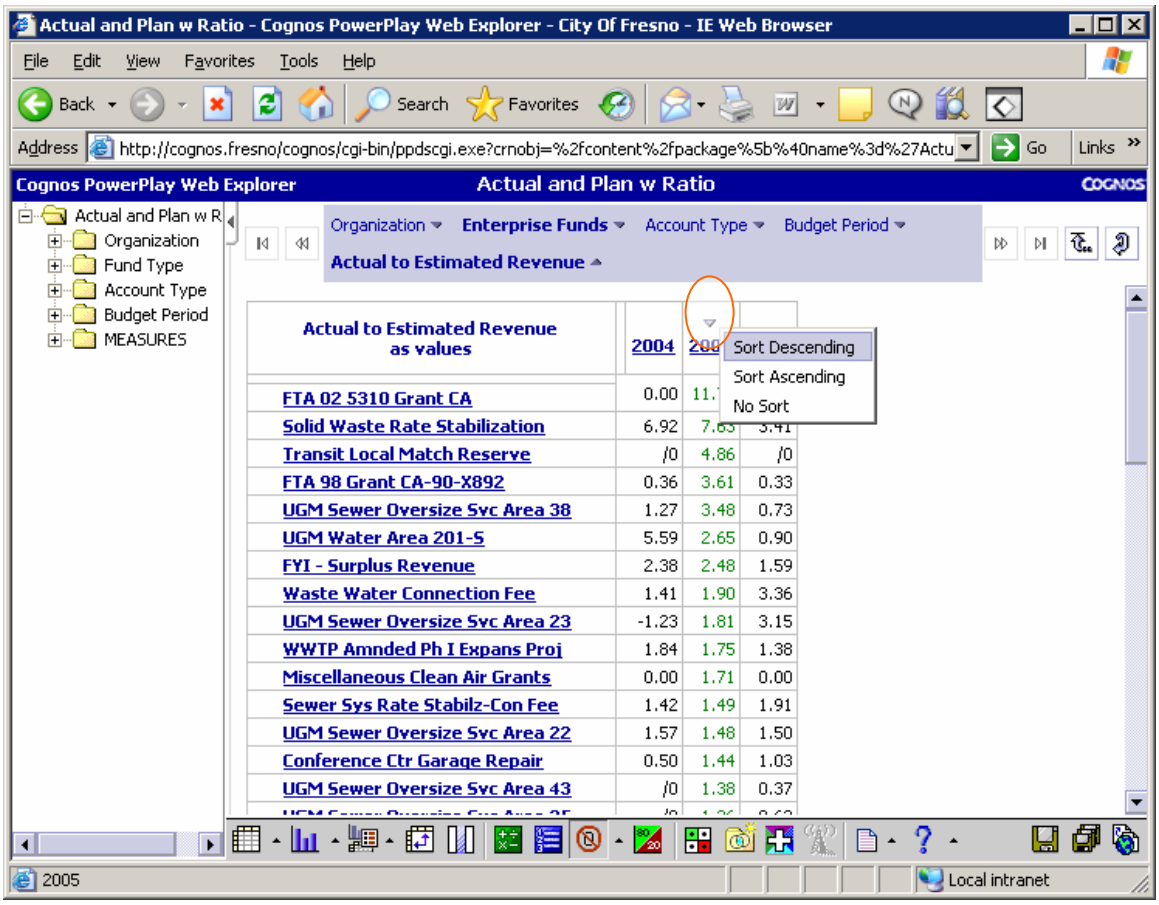
Click next to the ? and choose Explain.

Click the Scroll through to see an explanation, then scroll all the way down to find the OK button:



Sort

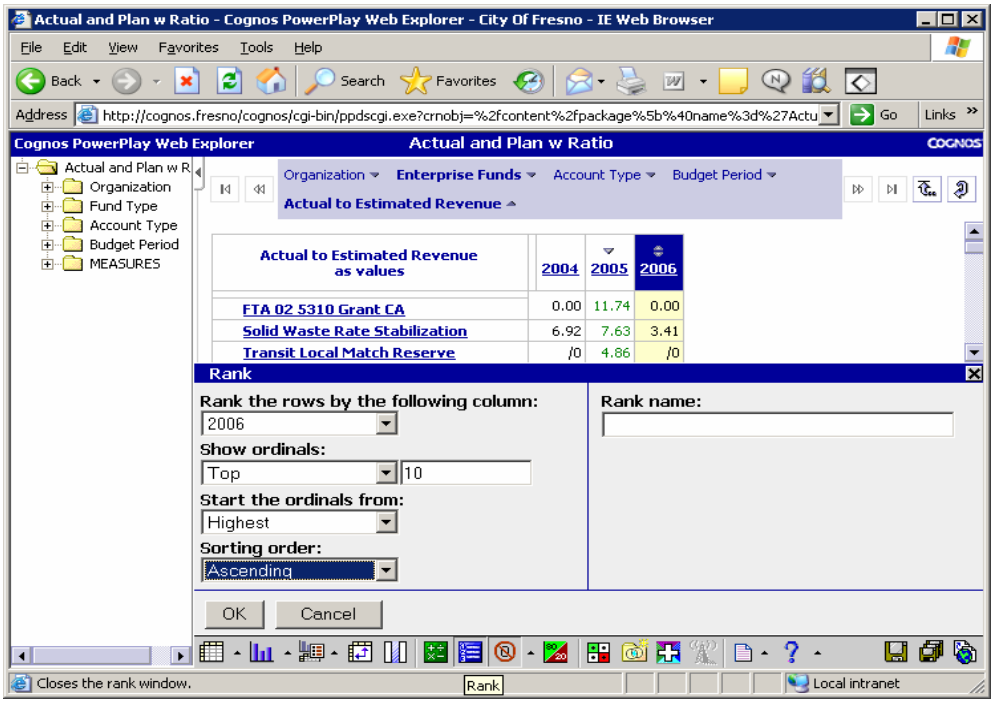
Each row/column heading has the button with the sort options visible when you right-click it:

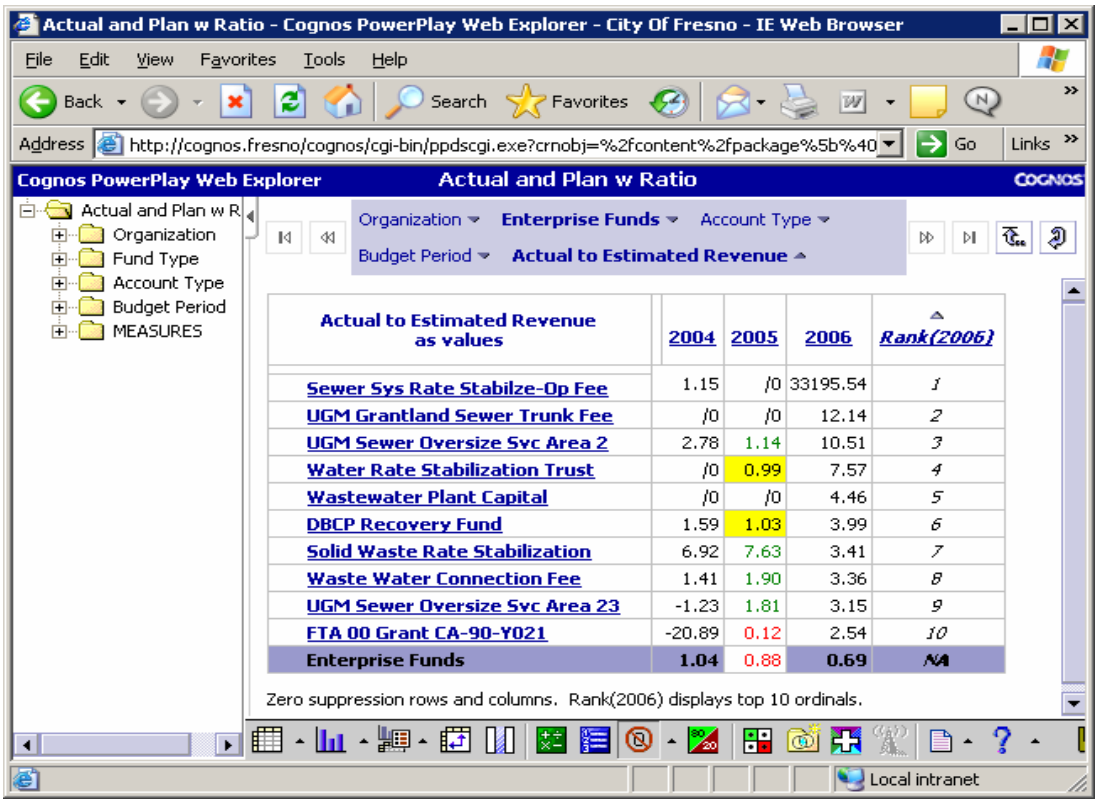


Once you've chosen a sort option, the data has an icon to indicate that it's sorted. You can use it to remove the sort.

Rank

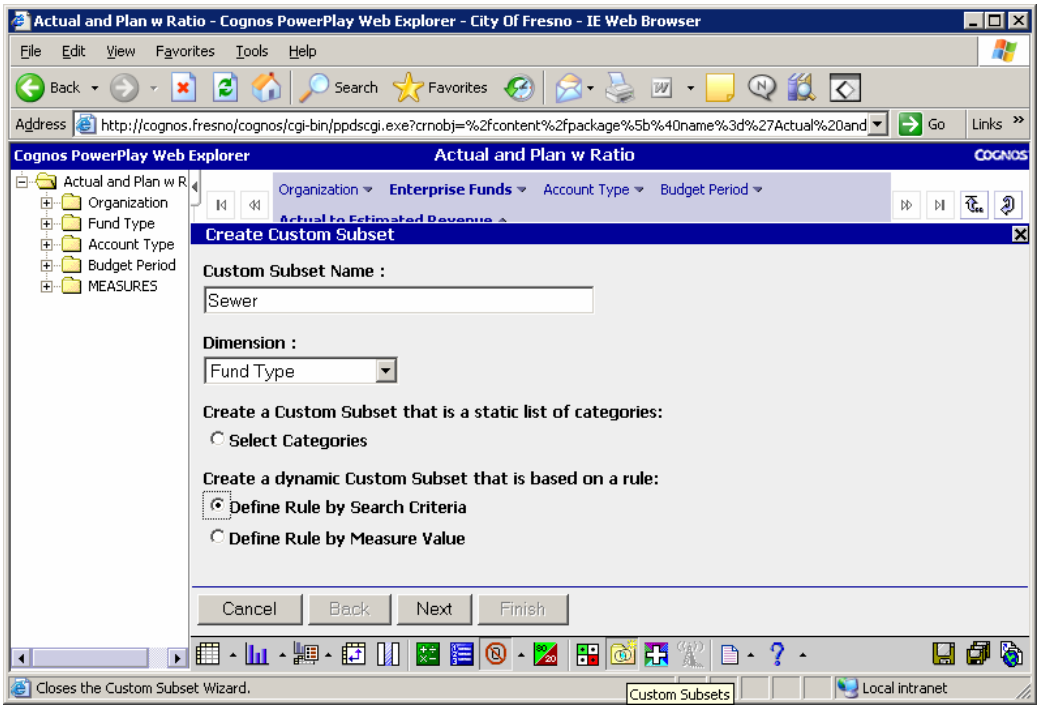
To determine your best-performing revenue-making funds within the Enterprise Funds, select the 2006 column, then either right click the column and choose Rank, or use the button on the toolbar. Change the Sorting Order to Ascending (you will want to see the top-ranked fund first):





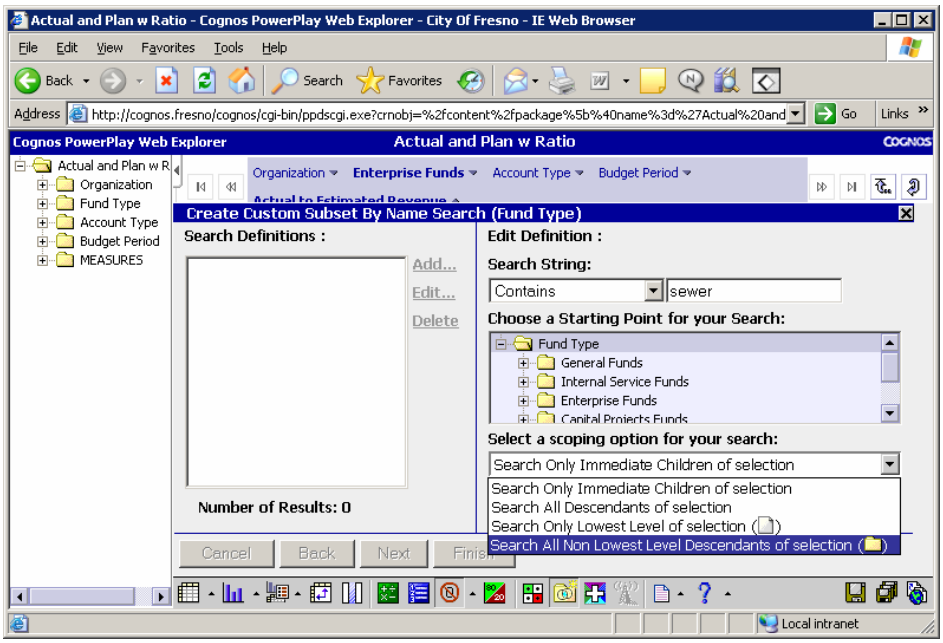
Custom Subset

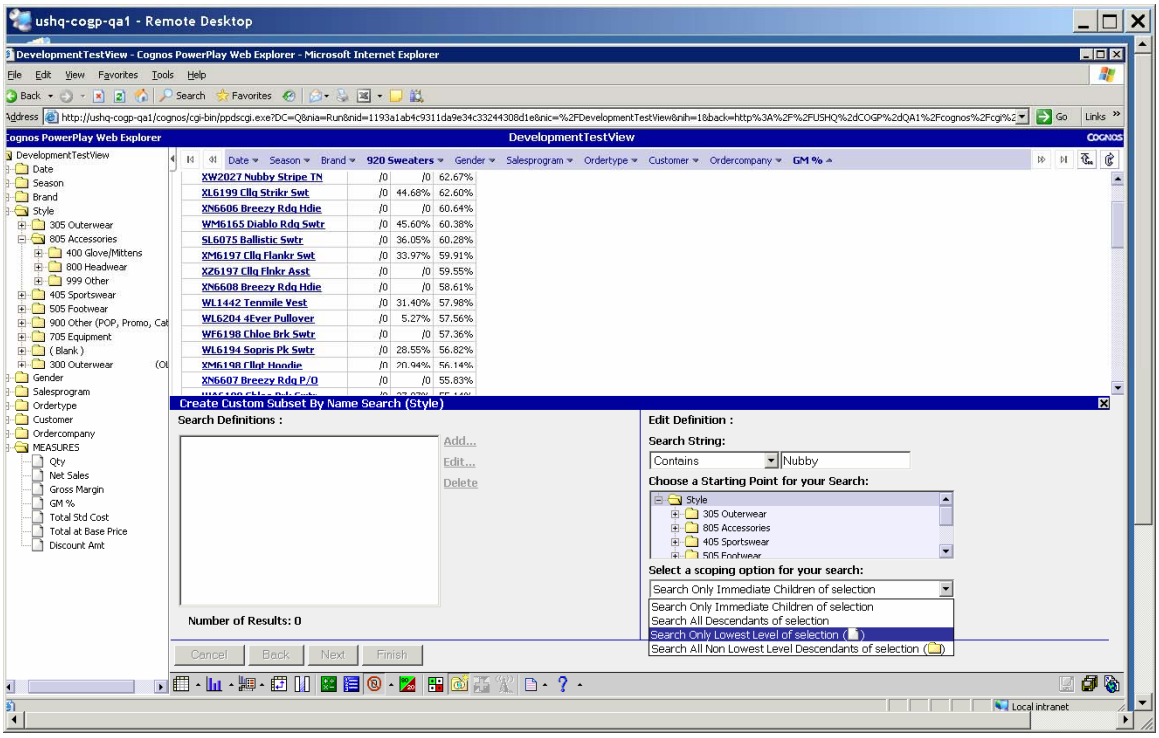
Here, we will create a Custom Subset of Funds, called 'Sewer', with the word Sewer in the description. Remove the Rank, and click the Custom Subset icon (see below):



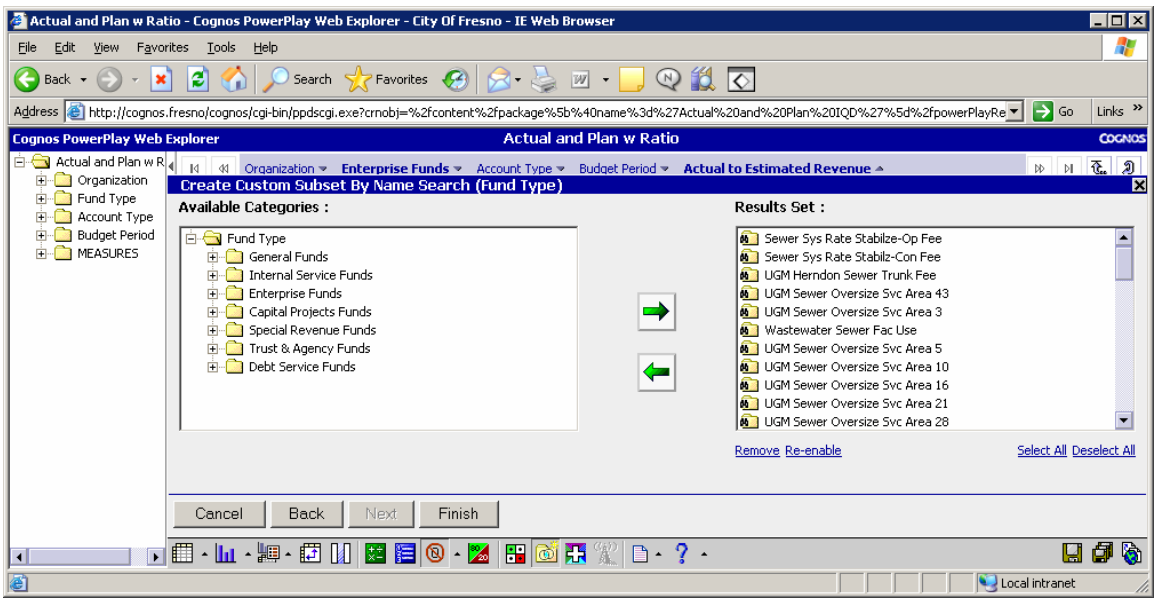
Above, we're setting up the subset. As you will see, it will be created from one or more searches. Below, we're creating the first of possibly many search criteria. Notice that we're starting at the top of the Fund hierarchy, and searching only for the lowest-level categories (Funds) that contain 'sewer'.

Add a Search Definition. We're using non-lowest descendants because the lowest are just fund numbers:

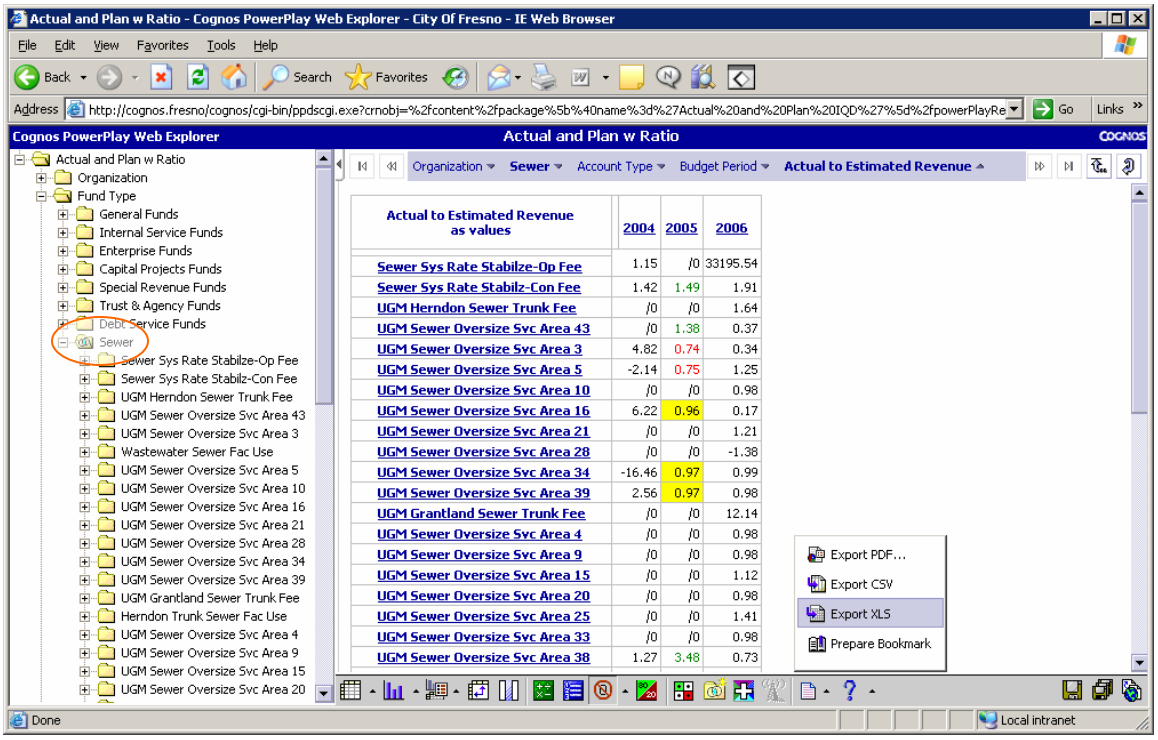




Next, you get an opportunity to refine the selection manually:

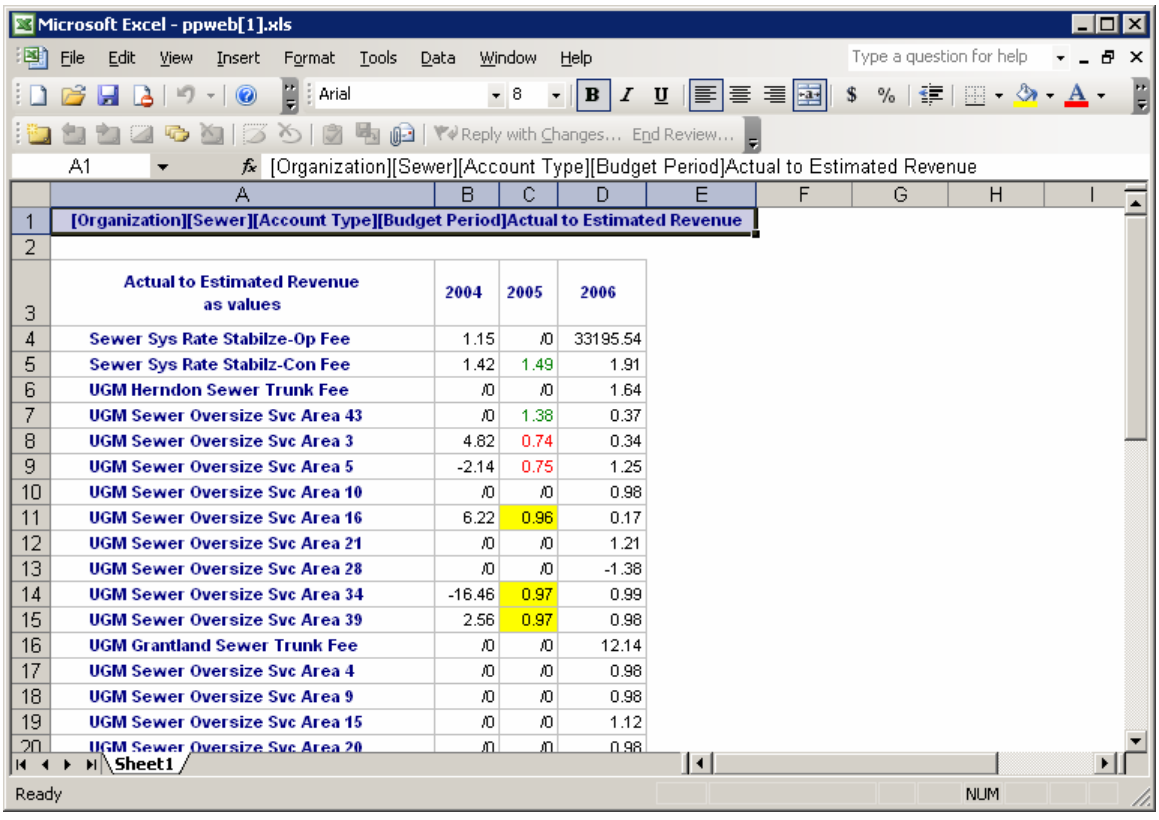


Sewer is now a category rollup! See your Dimension Viewer. If you Save As this report and use it as a starting point for new reports, the Sewer subset will remain available.



Export to Excel, PDF

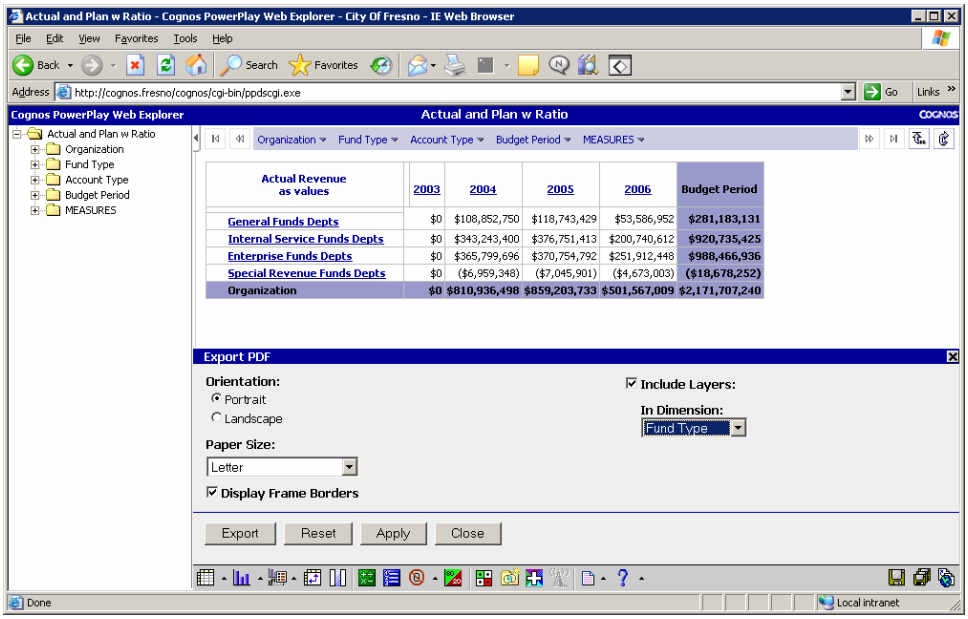
See the previous screen for the location of the File button.



Drag the Organization into the row headings, and leave Years across the top.

Choose the first option, **Export PDF**… Notice that we're including Layers within the Fund Type dimension. This creates a new page for each Fund Type.

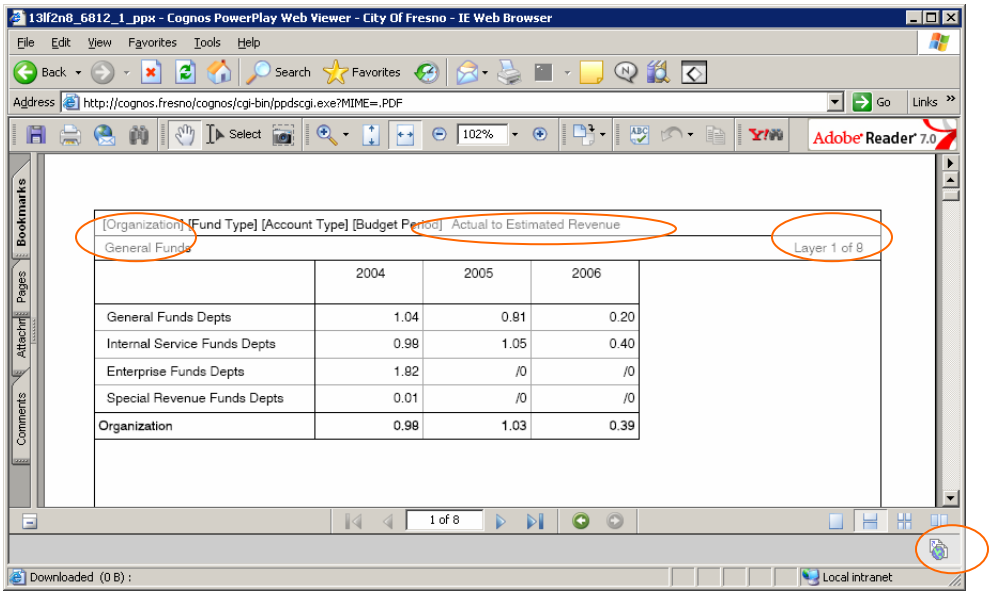
Proceed to Export. Don't use the Apply button. It doesn't do anything useful.



Notice the **General Funds** in the upper left, and Layer 1 of 8 in the upper right.

The measure is indicated in the dimension line.

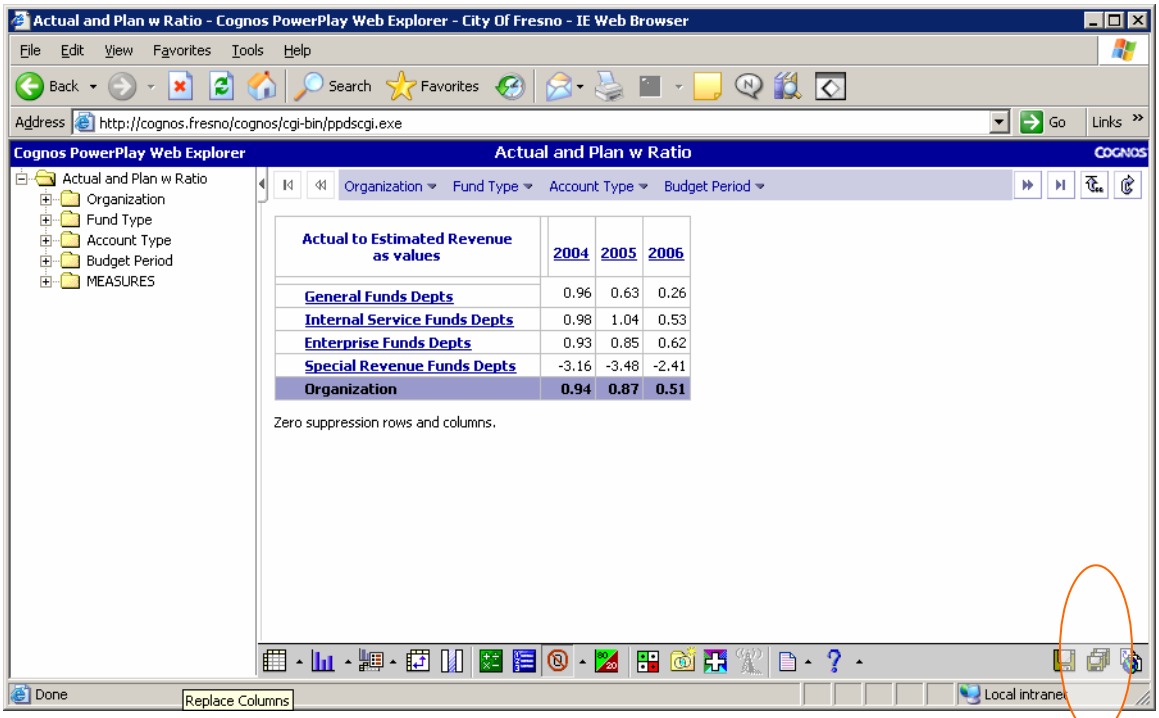
All of the power of Acrobat is now available to you. You can scroll pages with the Pages explorer, or using the page number in the bottom center of the screen.

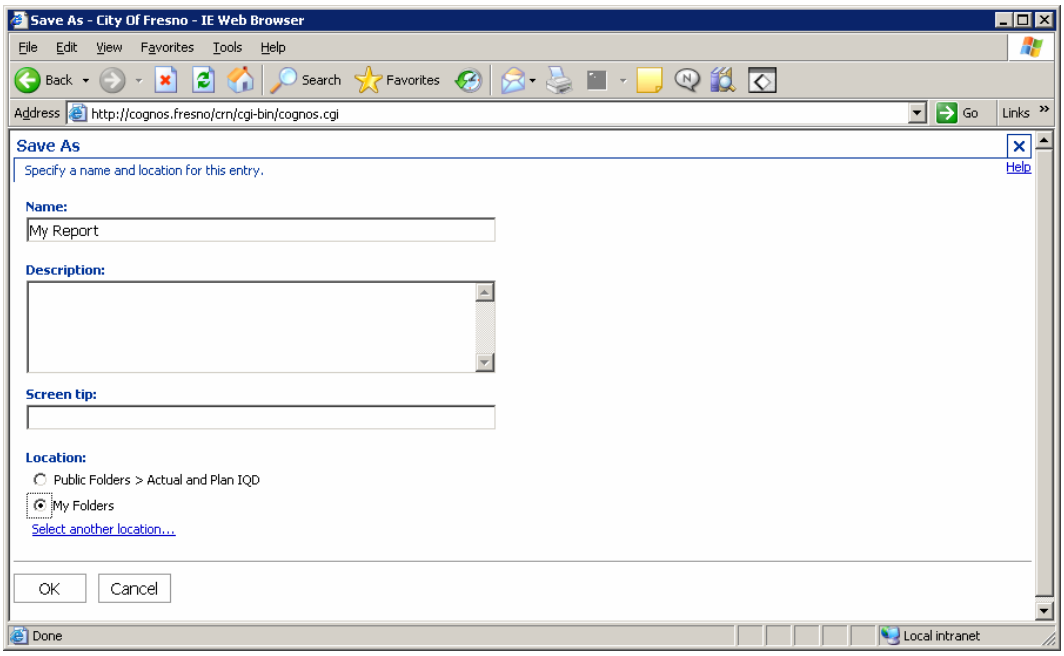


To get back to PowerPlay Web, use the Return icon on the lower right.

Save As, Shortcuts, Move, Delete

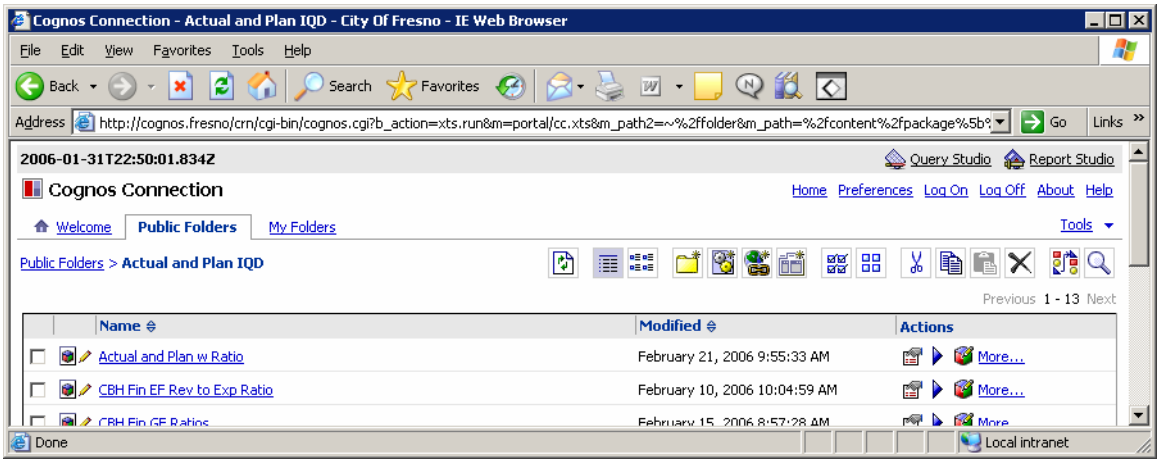
Use the Save As icon to save a view of a cube in either a Public Folder or MyFolder (depending on your privileges):

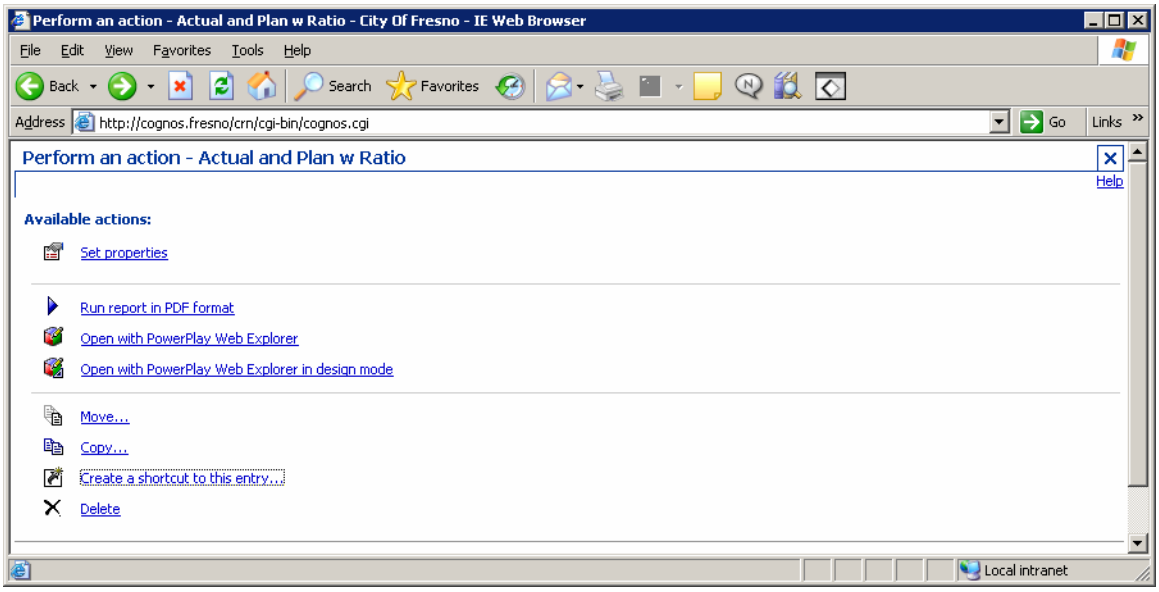




Give the report a name, and choose a location as allowed by your access privileges. Depending on your privilege level, you may be able to create a new folder within My Folders before saving the report.

You can move reports and cubes among folders that are available to you. Click the Actions link next to a report you want to move. Exit to the Portal, Public Folders. Check the More… link for the item titled Actual and Plan w Ratio:



Then, depending on your privileges, you may copy or move the report to another folder, or create a new folder, as in the Save As dialog.

Creating a shortcut to a report allows you to put it in multiple folders, and when the report is changed or updated, all shortcuts in all folders point to the same changed report.